This handbook may be revised periodically throughout the academic year. The program and the students within the program are accountable for the most current version which is located on the website.
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Section I: GENERAL PROGRAM GUIDELINES

Mission Statement
In support of the mission of Lone Star College System, http://www.lonestar.edu/about-lsc.htm, the mission of the LSC–Montgomery Physical Therapist Assistant Program is to facilitate the development of critical-thinking skills, clinical competencies and ethical decision making behaviors consistent with the Physical Therapy profession and essential for the successful pursuit of a career in physical therapy as a physical therapist assistant.

Values
In keeping with the values of Lone Star College System, http://www.lonestar.edu/about-lsc.htm, the Physical Therapist Assistant Program is committed to providing a high quality education that is accessible to all members of our community and to insuring that our students and faculty represent the diversity of our community. We are committed to building partnerships and clinical education sites within our community and to facilitating communication between our program and the general health care community.

We believe that Physical Therapy is a dynamic profession that has demonstrated positive social and economic impact within our community. We are committed to adhering to the highest standard of ethics and integrity within the field of Physical Therapy and believe that our professionalism calls us to act as leaders and advocates for the profession of Physical Therapy which ultimately has positive effects on human lives.

We are committed to continuous evaluation of our outcomes and hold ourselves accountable to ourselves, our institution, our students and our community.

In order to support the mission and philosophy of the Physical Therapist Assistant program,

1. The program will meet all necessary accreditation standards.
   - Accreditation by Southern Association of Colleges and Schools (SACS)
   - Accreditation by Commission on Accreditation for Physical Therapy Education (CAPTE)

2. The program will establish a comprehensive curriculum in PTA education to include:
   - Student learning outcomes
   - Curriculum review and revision to meet the needs of the profession of physical therapy, CAPTE, Texas Higher Education Coordinating Board (THECB), and Lone Star College System (LSCS).
   - Clinical education sites which meet and/or exceed the needs of the LSCS community and student body.

3. The curriculum will prepare students for the practice of physical therapy which is a form of health care that identifies, prevents, corrects, and alleviates acute or prolonged movement dysfunction or pain of anatomic or physiologic origin. The students will be prepared for the role of the Physical Therapist Assistant who works under the direction and supervision of a licensed physical therapist and assists the physical therapist in providing the highest quality of physical therapy care.
4. The program will provide support for its students:
   - Academic: help and/or direct students to resources for tutoring or instruction in effective study behaviors.
   - Psychological: help and/or direct students to resources for counseling, stress management, time management.
   - Financial: promote and facilitate the appropriate acquisition and use of available financial aid and helping to identify and/or solicit resources.

5. The program will actively and adequately promote and inform the public and future students of the requirements and expectations of students applying for admission into the PTA Program through regularly scheduled community information sessions.

6. The program will recruit and retain sufficient qualified full and part time faculty who are excellent teachers and exemplary role models. Additionally, faculty will promote the appropriate role of the PTA in the delivery of health care by their active involvement in professional and legislative bodies to the extent allowed by law.

7. The program will support the local Physical Therapy professional community by:
   - Providing a consistent source of well-educated PTAs from a variety of ethnic, socioeconomic and family backgrounds.
   - Working with the library to establish a good resource of professional reference materials.
   - Promoting and/or providing professional development in clinical education and other areas of local interest/need.
   - Promoting and directing students to qualified facilities in the district for clinical education.

8. The program will establish a means for the students, clinical educators and other physical therapy professionals and employers to provide feedback to the program faculty and administrators. This feedback shall address the quality and completeness of the professional education program. The PTA program shall respond to this feedback with positive change.

Program Goals
1. The PTA program will fulfill the needs of the community with responsible PTA professionals working under the supervision of a PT.

2. The PTA program will utilize quality teaching methods addressing all student learning styles.

3. The PTA program will recruit/retain/develop quality faculty who meet a comprehensive framework in PTA education.

4. The PTA program will educate and graduate competent entry level Physical Therapist Assistant students.

Program Outcomes
A graduate of the Physical Therapist Assistant Program will be able to:

1. Implement a treatment under the direction and supervision of a Physical Therapist.

2. Perform data collection and measurement techniques selected by a Physical Therapist.
3. Devise solutions to clinical problems and adopt treatment decisions based on the plan of care established by a Physical Therapist.

4. Demonstrate professional behaviors when working with patients, families, colleagues, and other healthcare professionals.

5. Provide treatment in an ethical, legal, safe, and effective manner under the direction and supervision of a Physical Therapist.

6. Express habits that indicate the capability required to sustain professional development which supports the PTA profession.

Program History
Lone Star College–Montgomery, founded in 1992, is one of the five colleges in the Lone Star College System (LSCS). The campus at 3200 College Park Drive, Conroe, TX opened in 1995 with a five building, 250,000 square foot facility designed to meet the educational needs of the citizens of Montgomery County.

In May 1995, the Texas Higher Education Coordinating Board approved the proposal for a Physical Therapist Assistant program at Lone Star College-Montgomery. This proposal was a collaborative effort of the LSCS and a committee of PT and PTA community members who determined a need for physical therapy education at this institution.

In August 1996, the first class of 32 students was admitted into the Lone Star College–Montgomery PTA program. In November 1998, Lone Star College–Montgomery was granted initial accreditation by the Commission on Accreditation in Physical Therapy Education (CAPTE).

In October 2004, CAPTE again accredited the Lone Star College–Montgomery PTA program through June 30, 2014.

In January 2011, the Physical Therapist Assistant Program relocated to an integrated teaching area with an expanded lab, classrooms, lending library, small skills room and simulation skills labs to accommodate up to 40 students.

Accreditation Status
The Lone Star College–Montgomery Physical Therapist Assistant program is accredited by the Commission on Accreditation of Physical Therapy Education. The LSC Administration, faculty, staff and students are very proud of our accreditation status and are dedicated to continuing the high standards and quality education the program provides. For more information regarding the accreditation status, contact the Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, VA 22314-1488; 703-684-2782, www.apta.org.
Program Overview

Students are admitted once a year, in the fall semester, to begin the PTA program. The administration of the program is the responsibility of the Program Director with the assistance of the Academic Coordinator of Clinical Education (ACCE).

The PTA program is supported academically by full time faculty, adjunct faculty, guest lecturers and clinical instructors. Administratively, the program is supported on all five system campuses by the services of the college administration and student services, including advising, counseling, financial aid, learning resources, library services and the division support staff.

The Physical Therapist Assistant program is a five semester course of study. It is divided into individual courses that are structured to integrate didactic, lab practice and clinical learning. It is a “lock step” curriculum in which all the students admitted to the program must take specific classes each semester and progress through the program as a cohort.

The sequence of professional courses is shown below. All other non-professional courses in the degree plan must be completed in order to graduate. The first three semester (fall, spring, summer) classes are primarily didactic and lab practice with some clinical exposure to reinforce what students have learned. Students are expected to spend time outside of class practicing and developing the skills and techniques learned during courses. All skills will be assessed by the course instructor(s) and students must demonstrate proficiency in order to progress through the program.

The fourth and fifth semesters require students to be in clinical education fulltime (40 hours per week) for a total of 10 weeks in the fall semester and for a total of 6 weeks in the spring semester.

During the professional program, it is very difficult to work substantially or to take additional course work.
### Section II: DEGREE PLAN

#### First Year

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Number</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>2401</td>
<td>Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>PTHA</td>
<td>1201</td>
<td>The Profession of Physical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>ENGL</td>
<td>1301</td>
<td>Composition &amp; Rhetoric I</td>
<td>3</td>
</tr>
<tr>
<td>PTHA(1,2)</td>
<td>1225</td>
<td>Communication in Health Care</td>
<td>2</td>
</tr>
<tr>
<td>PTHA</td>
<td>1305</td>
<td>Basic Patient Care Skills</td>
<td>3</td>
</tr>
<tr>
<td>PTHA</td>
<td>1413</td>
<td>Functional Anatomy</td>
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</table>

**Semester Total** 18

**Second Semester**

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<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>2402</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PTHA(^2)</td>
<td>1431</td>
<td>Physical Agents</td>
<td>4</td>
</tr>
<tr>
<td>PTHA</td>
<td>2201</td>
<td>Essentials of Data Collection</td>
<td>2</td>
</tr>
<tr>
<td>PTHA</td>
<td>2435</td>
<td>Rehabilitation Techniques</td>
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</tr>
<tr>
<td>PTHA(^1)</td>
<td>1260</td>
<td>Clinical (1 week)</td>
<td>2</td>
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**Semester Total** 16
### Third Semester

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<th>Credit</th>
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</thead>
<tbody>
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<td>PSYC</td>
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<td>General Psychology</td>
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</tr>
<tr>
<td>PTHA</td>
<td>1321</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>PTHA²</td>
<td>2409</td>
<td>Therapeutic Exercise</td>
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</tbody>
</table>

Semester Total: 10

### Second Year

#### First Semester

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<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL</td>
<td>2306</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PTHA²</td>
<td>1291</td>
<td>Special Topics in Physical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>PTHA¹</td>
<td>2461</td>
<td>Clinical (5 weeks)</td>
<td>4</td>
</tr>
<tr>
<td>PTHA¹</td>
<td>2462</td>
<td>Clinical (5 weeks)</td>
<td>4</td>
</tr>
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</table>

Semester Total: 13

#### Second Semester

<table>
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<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>PSYC</td>
<td>2314</td>
<td>Lifespan Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>PTHA¹,³</td>
<td>2563</td>
<td>Clinical (6 weeks)</td>
<td>5</td>
</tr>
<tr>
<td>PTHA²</td>
<td>2217</td>
<td>Issues in Health Care</td>
<td>2</td>
</tr>
</tbody>
</table>

Semester Total: 10

Total Credit Hours for AAS Degree: 67

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¹ Combination of courses meet multicultural requirement
² Combination of courses meet communication competency
³ Capstone course

Note: Students must meet math competency (Math 0308 or higher)
Section III: SYSTEM AND PROGRAM ADMINISTRATION GUIDELINES

The PTA program at LSC-Montgomery follows all guidelines outlined by the Lone Star College System. These include, but are not limited to the following:

Non-Discrimination

No officer or employee of the Lone Star College System, when acting or purporting to act in official capacity shall refuse to permit any student to participate in any school program because of the student's race, religion, color, gender, sexual orientation or national origin.

The System shall not fail or refuse to hire, promote or retain any individual, shall not discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual's race, color, religion, gender, sexual orientation, national origin, disability, age or veteran’s status.

Nor shall the System limit, segregate, or classify its employees or applicants for employment in any way that would deprive or tend to deprive an individual of employment opportunities or otherwise adversely affect the status as an employee because of the individual's race, color, religion, gender, sexual orientation or national origin.

LSCS Policy Manual Section adopted by the Board of Trustees on August 7, 2008

Equal Opportunity Statement

Lone Star College System is committed to the principle of equal opportunity in education and employment. The system does not discriminate against individuals on the basis of race, color, gender, religion, disability, age, veteran status, nationality, sexual orientation, or ethnicity in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other system, college or program activities.

Inquiries concerning LSCS’s policies, compliance with applicable laws, statutes, regulations and complaints may be directed to the Office of System General Counsel and chief Legal Officer 832-813-6655.

ADA Statement

LSCS is dedicated to providing the least restrictive learning environment for all students. The college system promotes equity in academic access through the implementation of reasonable accommodations as required by The Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational programs and activities. Students may contact Disability Services. [http://lonestar.edu/disability-services.htm](http://lonestar.edu/disability-services.htm)
Student Rights


Complaint Process

Complaints regarding any component of the PTA program may be submitted the program director for follow up and resolution. The program director will log any complaint received and track complaints for trends to be reported to the advisory board or another appropriate committee for resolution.

The website shall maintain a link for the community to contact the program with questions or concerns which will be sent to the program director.
IV. GENERAL PROGRAM STRUCTURE

Learning Modalities

Satisfactory completion of the PTA educational program at Lone Star College-Montgomery (LSC-M) leads to the degree of Associate of Applied Science in Physical Therapist Assistant (PTA). The program requires performance in the following areas:

- **Didactic instruction:** Students will be expected to memorize, relate, discuss, problem-solve, and to think critically in the principles and practice of physical therapy. The instruction will normally take place at LSC-M but may also take place at other locations. Students will be expected to transport themselves to these locations.

- **Laboratory practice:** Students will be expected to practice the application of physical therapy treatments to fellow students by touching each other (of both sexes) and being touched by other students and by instructors (again, of both sexes).

- **Clinical education:** Students will be expected to perform the skills and role of a physical therapist assistant under the supervision of a clinical instructor who is approved by the PTA program but is an employee of the facility. The clinical education will take place at physical therapy facilities external to LSC-M and students will be expected to transport themselves to these locations. The clinical instructor will also evaluate students’ performance and provide this information to the program. Components of the clinical education program involve clinical education of 40 hours per week for periods of time up to twelve (12) weeks. During this time in the program, it will be difficult for students to work outside of their clinical assignments.

If a student feels he/she is unable to comply with any of the above conditions and would like to receive accommodation, if available, the student should contact the Office of Disability.

All students will be sent the *Acceptance of Participation and Program Performance Requirements* (Appendix A) form prior to orientation. This form must be returned prior to the first class of the program.

If a student does not accept the performance requirements or provide an accommodation form from the Office of Disability, the student will not be allowed to progress through the professional component of the degree plan and will be administratively withdrawn from the program.

**Integrity Guidelines**

While Lone Star College System maintains an integrity policy which all students must abide by (http://www.lonestar.edu/departments/libraries/academic_integrity_brochure.pdf), the PTA program has instituted a program specific policy which is in addition to the system’s policy. PTA’s are professionals in whom the attributes of honesty, integrity, dependability, trustworthiness, and accountability are essential. The very nature of the profession requires a value ethic beyond reproach. A lack of integrity in physical therapy has far reaching effects and may have dire results for patients and families under the PTA’s care.
As PTA’s, we are charged with the protection of the welfare of the patient. The PTA faculty will not tolerate dishonesty in any form - with intent or through error or ignorance. Falsification of records, lying, and cheating are all examples of the behaviors that result in unsafe practice. In addition, students are expected to abide by the PTA code of ethics. Any behavior that is inconsistent with the PTA code of ethics is not acceptable. (Insert PTA code of ethics)

The pressure to succeed or pass often tempts students to give in to questionable acts. Any student engaged in dishonest behaviors is subject to discipline/dismissal.

All students will be given the integrity policy and procedure and PTA code of ethics during the program orientation and must sign a form that indicates the receipt and understanding of the policy and procedure.

If a student’s behavior or activity is considered in violation of the integrity policy, the instructor will discern which behaviors or activities are suspicious of dishonesty and counsel students accordingly. Depending on the nature of the incident, the student is subject to receiving anything from a zero on work to dismissal from the program.

Students requiring counseling, who are not dismissed, are expected to demonstrate a change in behavior. Those students who are unable or unwilling to change will be dismissed from the program.

Disciplinary action will be taken against any student who alone or with others engages in any act of fraud or deceit. A counseling form will be initiated by the faculty member in whose course the claim of dishonesty or the appearance of unethical behaviors occurs. The counseling form will be sent to the program director along with a recommendation from the faculty member as to an appropriate disciplinary action.

The program director will meet with the student and faculty member to discuss the violation, the disciplinary action and future disciplinary actions for additional violations.

**Immunization Requirements**

**Tuberculosis Screening**
- Must be Mantoux PPD administered intradermally or gold test.
- Must be read within 72 hours at site where it was administered.
- For a **positive PPD**, size of induration must be documented in mm and must have doctor’s statement of treatment plan attached.
- Students with a history of a positive PPD must submit chest X-ray results less than one year old and show proof of treatment.
- All foreign-born students who have received the BCG vaccine ARE NOT EXEMPT from the PPD screening test.
- Documentation of a PPD taken within the past year will be accepted; however, it must be repeated after the one (1) year deadline. Example: PPD done in 1/03, another is due in 1/04.

**Measles, Mumps and Rubella**
- Documentation options:
  - Titer blood level showing immunity
Proof of vaccination (MMR)
- Students born in or after 1957 must show proof of two (2) vaccinations or titer level. These are scheduled one month apart.
- Students born before 1957 must show proof of only one (1) of disease or titer level.

Td or D/T Booster (Diptheria/Tetanus)
- Must be less than 10 years old

Hepatitis B
You must bring proof of the first in the series of three by the start of the first professional semester. The remaining immunizations in the series must be obtained as prescribed. If Hep B is given on the fast track, a booster will be required 1 year after last immunization.

Chicken Pox
- Documentation options:
  - Titer blood level showing immunity
  - Proof of vaccination (Varivax)

Health files are reviewed each semester for completeness. All required immunizations follow the Texas Department of Health and the Center for Disease Control guidelines. All required immunizations must be obtained prior to placement in the clinic.

Informed Consent for Instruction-Related Practice and Performance of Physical Therapy Policies and Procedures

Physical therapist assistant entry level education requires that the student PTAs learn to safely and effectively apply physical therapy treatment procedures that may be required in a plan of care developed by a physical therapist. An important component of this education requires the student PTAs to practice these techniques on each other, in order to develop their ability and also to perceive the application as a recipient of the treatment technique. There may be potential and real hazards as a result of participation both as a provider and recipient of these techniques.

In any class in which physical therapy treatment procedures are taught and in which students are used to demonstrate and practice these techniques on each other, the following procedures will be followed:

- Students must be informed of the contraindications and potential hazards related to applying and receiving these techniques.

- Students have the right to refuse to apply or receive these techniques if any documented contraindications exist or for identified cultural or religious reasons.

- If a student has a documented reason for not participating fully in any practical experience related to the PTA educational program, the instructor shall consider/develop alternative experiences/methods that will allow the student PTAs to be able to gain competency in providing these techniques.
• All disclosures regarding a student’s ability to fully participate in physical therapy procedure activities will be treated by the instructor as private and confidential.

• If a student has an absolute or relative contraindication that prevents him/her from participating fully in the class as a provider and recipient of physical therapy techniques, s/he should consult with the course instructor or the counselors of the division regarding possible options.

• If the contraindication represents an actual disability, the student PTA shall be referred to the counselors to have the disability formally documented. Following this, the Office for Student Development will make recommendations for reasonable accommodations. The faculty member will comply with these.

• If it is determined that no reasonable accommodations can be made that will allow the student to meet the outcomes of the course, the student will be advised of this and may be recommended to withdraw from that course or program.

All student PTAs will be provided with an informed consent program document (Appendix B) that must be signed and returned. The students will be given opportunity to ask questions and to clarify any concerns.
V. GRADING AND PERFORMANCE STANDARDS

Professional Performance Requirements

Students training to be physical therapist assistants are expected to perform in the following skill areas and to demonstrate proficiency during evaluations (skill checks, tests & other examinations).

Physical performance
- Lifting, supporting and turning patients or weights that may exceed 100 lb. (with assistance as needed & available)
- Standing, walking, crawling, climbing, stooping, kneeling, crouching, squatting, balancing
- Reaching, handling, feeling, manipulating, holding, pressing, pushing, pulling
- Seeing

Communication performance
- Appropriate and accurate oral and written communication with other physical therapy personnel (physical therapists, assistants, aides and management support staff), including the use of medical terminology.
- Appropriate and accurate oral and written communication with other health care personnel (physicians, nurses, occupational therapists, speech & language pathologists and others), including the use of medical terminology.
- Appropriate and accurate oral and written communication with patients or other clients, of all ages and education levels and who may have their own communication impairments.
- Reading and accurately comprehending complex medically related literature, documents and instructions.
- Accurately comprehending, interpreting and following oral and written instructions from different people.

Mental performance
- Thinking skills: memorization, integration of concepts; abstract reasoning; multifactorial problem solving; interpreting.
- Management skills: managing grief and revulsion; managing frustration and stress; prioritizing; organizing.

Grading Standards

Non-Professional Coursework
Please refer to http://lonestar.edu/lscs-catalog.htm for LSCS grading standards.

Professional Coursework
A student must complete all professional and clinical coursework with a minimum grade of “C” in order to progress to the next semester level (or to graduate). Therefore, the following grading scale is used for all professional and clinical courses in the PTA program. Grades:

- 90 - 100% A
- 80 - 89% B
In courses which have didactic (lecture), practical (lab), and/or clinical components, a passing score (greater than 75%) must be obtained in each component in order to pass the course.

**Late Tests & Assignments**
The semester moves fast. If you have to miss class on the day of a test, you must notify the instructor before the test. If you have contacted the instructor regarding your absence, and have a valid reason, you may take the test in the Testing Center, or other area designated by your instructor, within a time limit agreed upon, generally within 24 hours. You may also be given a different version of the test. If you do not contact the instructor before the test, the absence will be considered unexcused, and you will receive a zero for that test. If you do not take the test within the agreed time limit, you will also receive a zero for that test. Please note that if you miss the final exam, there may not be time for you to have the option of taking it late.

No credit will be given for assigned work handed in after the due date.

Exceptions may be made for serious illness/hospitalization or other tragedy. In these circumstances, written verification will be required from the student and provided to the instructor.

**Skill Competency Checks**
All students are required to pass each skill competency checklist and subsequent lab practical prior to clinical education assignment. In addition, Students who graduate from the PTA program and their employers should expect that these persons have been adequately schooled in the safe and effective performance of physical therapy procedures and skills.

For any course in which student PTAs are expected to learn to perform physical therapy procedures and skills, the faculty member responsible for instruction in that course is to develop and implement a skill competency checklist to determine and record that each student who successfully completes the course was competent, at the time the determination occurs, to safely and effectively perform each skill that is a component of that course.

All skill competency checks must be conducted by a licensed physical therapist or physical therapist assistant who is recognized as faculty by the Physical Therapist Assistant program at Montgomery College.

Satisfactory performance of physical therapy procedures or skills is a requirement in those courses in which skills are taught. The instructor of these courses has discretion regarding whether or not these will be used as a component of the grade for that course, or whether some other means based on performance will be used to determine the grade.

- Prior to the beginning of each course in which physical therapy procedures or skills are taught, the faculty responsible for instruction will develop or select an instrument to record the satisfactory performance by the students of each skill being taught. S/he will also determine mechanism(s) to assess satisfactory performance.
- At the beginning of the course, each student will receive a copy of this instrument and be informed of the mechanism(s) the instructor has determined will be used to assess skill performance.
- Each student must demonstrate satisfactory performance of all required skills in order to progress to a clinical assignment.
- The assessment instrument(s) of each student will be collected and placed in that student’s permanent record.
- Each student will be provided with a copy of their skill competency checklist to keep as a cumulative record that documents their attainment of ability in performance of physical therapy procedures and skills. This document may be requested by the clinical education sites as documentation of skill competency.

**Attendance Requirements**

Being present in class is defined as being physically in your seat and awake. Arriving after roll has been called or after the instructor has started teaching after breaks will result in a tardy. Sleeping in a class is disruptive to other students and unprofessional. A student may be asked to leave class at the discretion of the instructor and will be counted absent. Remember that attendance is an important aspect of professionalism, and your future employers will be inquiring about your attendance patterns.

**Attendance and Participation Expectations**

- To do well in each course, you must attend regularly and keep up with assignments. You cannot make a satisfactory grade without studying.
- As many courses use discussion and the ability to work responsibly in a group, participation in the class discussions and activities is essential to successful completion.
- The instructor will begin each class by recording the students present. If you come in after this, you will be marked absent unless you see the instructor after class and let him/her know you were there.
- In some cases, of course, there may be a good reason for you not to attend. In those cases you are expected to notify the instructor on or before the day of your absence so that he/she might classify your absence as excused—otherwise your absence is unexcused. Childcare is an excused absence as long as you call the instructor prior to the start of class. If you do not tell the instructor before class starts, your absence will remain unexcused. You are allowed only two (2) unexcused absences per semester. Please note that partial attendance results in partial credit—if you arrive late or leave early without explanation, you will only receive credit for the time you were there. Excessive absences will reduce your “Class Participation” score, as applicable.
- The instructor has the option to drop a student from the class after the student has accumulated absences of two or more classes, particularly if these are not excused.

**Clarification of attendance policy**

- *Excused absences are typically related to personal illness, required court appearances, a death in immediate family, and absences approved in advance. If you need an excused absence for religious reasons you need to get the instructor’s approval before the holy day or activity.*
- *The method needed to communicate with the instructor is via phone on written letter with signature. Email is not a valid method for gaining an approved absence.*
- *A student arriving to class after 15 minutes from the start of class will be considered late and will be regarded as absent.*
Difficulty in Coursework and Remediation

Please contact the instructor. Our goal is for you to succeed. You will have to do the work to meet the standards of the course, but there are many college resources to help you do this—but you need let the instructor know if you need help. Also, if you have any special academic or adaptive needs, please talk with the instructor and bring a copy of your documentation after the first class.

Remediation Program

If a student has a cumulative grade point average in either the didactic instruction or laboratory practice components of the curriculum of less than 80%, the student will be placed in a mandatory remediation program. This program is meant to strengthen the students’ knowledge and synthesis of key curriculum components through individualized and facilitated review of the subject matter for which the grade is lower than 80%.

The basis for 80% is a recommendation from the PTA Advisory Committee (Fall 06) and focuses the faculty effort on those students who might have shown difficulty passing curricular components.

- Each Mid-Term and Final grading period the faculty will review the didactic and laboratory grade averages of each student.
- If a student falls below 80% in any one class at the mid-term, an intervention letter will be reviewed with the student in the attempt to identify any possible early referrals which might aid student success in the classroom.
- If a student falls below 80%, but not below 75%, in a final grading period, the student will be notified of the opportunity to voluntarily meet with the faculty to review key concepts in the coursework with the low grade.
- At the end of the first 3 semesters of program coursework, any student with a grade below 80%, but not below 75% in 3 or more courses will receive a mandatory remediation notification. The mandatory remediation will be led by a program instructor and include a review of all curriculum content prior to completion of the program.

If at the end of the first 3 semesters, a student receives grades below 80%, but above 75% in 1 or 2 courses, then the student may be offered voluntary remediation. Voluntary remediation will coincide with mandatory remediation times and be led by a program instructor to include a review of all curriculum content prior to completion of the program. The voluntary remediation students must plan to complete the full program and not just the coursework which they received the low grade.

Academic Standing Categories

Lone Star College System has established academic standards and academic standing categories based on a philosophy of maximizing student progress toward successful course and program completion. In addition to the LSCS standards, the PTA program has established the following academic standing for use within the program.

Probation

Probation is notification to a student of failure to meet minimum program/course requirements at some point during the program. Within the PTA program, a student may be placed on probation due to behaviors, academic performance, ethical considerations, attendance and other college criteria which are not being met.
Students who are placed on probation will receive a written counseling document that will include specific corrective actions that must be accomplished within a specific time frame. Failure to achieve the corrective actions will result in dismissal from the program and may include no readmission to the program. Students may submit a rebuttal in writing that will be attached to the counseling document.

Any student not meeting objectives (usually identified as a grade below “C” or unsatisfactory clinical performance progress) may be placed on probation and so notified. It is the student’s responsibility to understand and identify the criteria in a probationary status and perform accordingly.

Please Note: Weapons/violence on campus or clinical sites or cognitive impairment which may jeopardize the welfare of another person will result in immediate dismissal from the program without possibility of readmission. There may be other destructive/violent/unsafe acts not mentioned here that may also result in immediate dismissal.

Withdrawal
Administrative Withdrawal/Dismissal: The PTA program reserves the right to request, at any time, the withdrawal or dismissal of any student whose health, personal conduct, academic/clinical performance (including unsafe practices) and/or attendance indicate that he/she cannot meet program/level objectives. Students will receive written notification regarding excessive absences before the maximum number is acquired. Instructors will initiate the withdrawal process and the student will be notified via hard copy letter of the program’s intention to withdraw the student from the program. The student will be offered an opportunity to meet with the Program Director and any other appropriate administrative personnel prior to the withdrawal. If the student does not agree with the withdrawal request, the student should consult the appeals process.

Student-Initiated Withdrawal: Students who withdraw from class(es) on their own accord must follow the appropriate “Drop Procedure” in the Registrar’s office. A student should schedule a conference with the instructor(s) and the Program Director prior to taking this action. Voluntary withdrawal requires a hard copy letter by the student to the Program Director requesting withdrawal from the program.

Either administrative or student-initiated, withdrawal on or before the semester “W” day will result in a report of “W” on the transcript. After the stated “W” day on the college calendar, a grade of “F” will be reported.

Academic Appeals Process

The PTA program follows the LSCS appeals process as described in the course catalog and at the following link: [http://www.lonestar.edu/academic-appeal.htm](http://www.lonestar.edu/academic-appeal.htm)
VI. CLASSROOM POLICIES AND EXPECTATIONS

Dress Code

Didactic Classes
While attending classes at Montgomery College, students are encouraged to dress comfortably as they would when attending other academic classes on campus.

Lab Classes
• Males: Non-denim shorts with elastic waistband, no longer than mid-thigh (e.g. athletic shorts).
• Females: Non-denim shorts with elastic waistband, no longer than mid-thigh; bikini/sport bra or halter top (note: for back massage labs, a bra that opens in the back should be worn).
• Both: Lycra bike or similar under shorts may be worn, but they should not extend beyond mid-thigh.
• Clothing is likely to be exposed to water, gels, oils and lotions. Keep this in mind when selecting your lab clothing.
• T-shirts, warm-up suits, or other cover should be worn when you are not actively participating in the lab and/or when you leave the lab.

Clinics
See Clinical Education section for details (Part VII).

Classroom Behavior

While active participation in class activities is encouraged, behavior that is disruptive and interferes with the ability of others to benefit from the education will not be tolerated.

Students displaying disruptive behavior in a class will be asked to leave the class, and this will be considered as partial attendance or an absence.

Repeated incidents of disruptive behavior will result in dismissal of the student from the course.

Pagers & Cellular Phones

Cellular phones and pagers should be deactivated during class and lab. In the event of family and childcare emergencies that require you to be “on call”, you must receive prior approval from the instructor. Failure to comply with this policy will reduce your “Class Participation” score, as applicable.

Children in the Classroom

Generally, children are not allowed in class. However, under exceptional circumstances, a parent may bring their child to class with prior permission of the instructor.
If a child is allowed into class, their behavior must not disrupt the normal conduct of that class or interfere with other students. This is the responsibility of the parent and will be treated in the same manner as other student disruptive behavior.

Children may not be left unattended in the college.

**Temporarily Disabled or the Pregnant Student**

Students who are temporarily disabled shall be entitled to the same rights given other students unless/until such time as their performance is documented to be impeded. Some conditions may preclude the student’s ability to perform in the clinical setting might include mobility assistive devices such as casts/crutches/canes.

A student who has expressed or has been documented as having difficulty performing the published course or clinical objectives shall be requested to consult with their physician so that a determination can be made as to the extent that the student may safely continue to perform the published course or clinical objectives. After consultation with their physician, the student shall present to the division a signed statement from the physician indicating the extent to which the student may safely continue to perform the published course or clinical objectives. If the student’s physician does not give the student an unrestricted release, accommodations will be made according to the published departmental policies. If it is not possible to make accommodations in order to ensure safety, the student will be advised to withdraw from the course.

A student shall be allowed to continue to perform during pregnancy unless/until the student feels it is no longer safe to continue performing the published course or clinical objectives. A student is not required to disclose the fact of pregnancy. For safety, it is recommended that the course/clinical instructor be informed.

**Impaired Student**

Students whose performance is impaired by drugs or alcohol will not be allowed to participate in clinical settings. Students in recovery may participate in all aspects of clinical experience and will be advised to contact the Board for Physical and Occupational Therapy for the State of Texas to facilitate eventual licensure.

The student restricted from clinical education will be advised to call a support person to accompany him/her to home or to a treatment provider. Should the student refuse, the faculty will not be responsible for the student’s safety. The student will be advised to seek treatment and referred to counseling services at the college.

The instructor will document the specific behavioral observations that required removing the student from the clinical setting.

Impaired behavior which negatively affects performance will result in dismissal from the course and a grade of "F" will be applied.
Confidentiality Requirements

Students in a LSCS health occupation program will have access to confidential information during clinical experiences. Confidential information includes client information, employee information, financial information, other information relating to your duty as a student and information proprietary to other companies or persons. Students may have access to some or all of this confidential information through the computer systems of the clinical facilities or through student activities.

Confidential information is protected by strict policies of the clinical facilities and by federal and state laws particularly the Health Insurance Portability and Accountability Act. The intent of these laws and policies is to assure that Confidential Information, Patient’s Protected Health Information or Individually Identifiable Information provided to students orally or contained in patient medical records or maintained on the facility’s electronic information system will remain confidential.

Students are required to comply with the applicable policies and laws governing confidential information. Any violation of these laws will subject the student to discipline, which might include, but is not limited to, dismissal as a student and to legal liability.

In addition to this statement, each clinical facility may require students to sign an additional statement as you begin your clinical rotation.

Videotaping, Audiotaping, Photography or Imaging of Faculty and/or Students Requirements

Videotaping, audiotaping, photography or imaging may be used in the PTA program to record student demonstrations of procedures and techniques. These will be used only for instructional purposes by the program. Refusing to allow yourself to be videotaped/audiotaped/photographed/imaged will not jeopardize your grade in this course or your progress in the PTA program.

If the college, program or faculty wishes to use these for any other purposes (e.g. program promotion, public relations, commercial sale), you will be asked to sign a separate release.

If a student wishes to videotape, audiotape or photograph instructors providing explanation or demonstration of procedures or techniques, student should contact the instructor for permission.
VII. PTA LAB GUIDELINES

Student Physical Therapist Assistants (PTA) are encouraged to use the PTA lab (B139), with permission, at other times than those scheduled for class in order to practice physical therapy procedures or techniques, review videotapes recorded during lab instruction, examine equipment or study. However, for safety, any performance of physical therapy procedures or techniques must be supervised by a licensed physical therapist or physical therapist assistant. The PTA lab is to be used for educational purposes only. The PTA lab is not established to serve as a physical therapy clinic.

**Procedures:**
- The PTA lab (B-139) is to be locked at all times, except when there is a licensed physical therapist or physical therapist assistant in the room.
- All physical therapy equipment that is restricted for use by qualified persons, according to state or federal regulations, will be locked in the storage area and will be available only when a licensed physical therapist or physical therapist assistant is in the room to supervise its use.
- Times for supervised open lab will be published at the beginning of each semester.
- If student PTAs wish to practice physical therapy procedures or techniques outside regularly scheduled class time, they should attend an open lab time that is supervised by either program faculty or other licensed staff.
- If student PTAs wish to practice skills at times other than scheduled open lab, they may ask a faculty member if s/he would be available to supervise this practice.
- Certain therapeutic treatment procedures/techniques may require approval of the set-up or preparation before the procedure may be applied or machine turned on. Students will be advised of any of these in the relevant course.

Student PTAs will be expected to assist with routine lab care and maintenance.
VIII. CLINICAL EDUCATION GUIDELINES

Selection of Centers for Clinical Education

In selecting centers for clinical education, the following questions are used to base the decision

- Does the center provide a patient or treatment base that is appropriate and necessary for PTA education?
- Does the center have a varied patient population in order to provide as broad as possible experience for clinical education? Or:
- Does the center provide any unique educational experiences or specialized training?
- Does the center have a staff which includes experienced physical therapy professionals?
- Does the center have adequate staffing relative to the number and types of patients seen and sufficient to provide a quality clinical education experience?
- Is the center willing to accept students?
- Does the center have all appropriate state licenses to provide physical therapy services?
- Does the center provide physical therapy services according to the ethical standards established by the APTA?
- Is the center in the LSC-M area?
- Does the center provide any additional support/stipend for students?

Qualifications of Clinical Instructors (CI)

- Be a licensed Physical Therapist or Physical Therapist Assistant.
- Have at least one year of postgraduate clinical experience.
- Have been working in the facility or specialized area of the facility for at least six (6) months.
- Adhere to the ethical practice standards established by the APTA.
- Be willing to accept students.

The CCCE’s at each facility are responsible for selecting the CI for each rotation and ensuring the qualifications of their staff to be a CI. CSIF’s are used to ensure the qualifications to the CCCE. The college requires that the CIs maintain 30 hours of continuing education credits (CCU) for PT’s and 20 hours of CCU’s for PTA’s every 2 years. During the mid-term visit the ACCE ensures the qualifications of the CI as above.

Dress Code for Clinical Education Internships

When assigned to go to a clinical facility, students are required to wear the appropriate attire as indicated by the facility. Usually, street clothes and a clean, white lab coat or jacket are acceptable. Shoes must be closed-toe; if sneakers, they must be clean and white. Students are responsible for the purchase and upkeep of one (1) thigh-length white lab coat. Students are expected to present themselves (dress and demeanor) in a professional manner that is representative of the college.

In clinical settings, the dress code is as follows unless otherwise instructed:
• Rings are limited to two bands.
• Watch with second hand, conservative in style and color, is acceptable.
• No bracelets, necklaces, brooches or hair ornaments. Exceptions: non-ornamental hair clips that are conservative in nature.
• No visible body piercing. Pierced earrings allowed: gold, silver, pearl or clear stone studs only. Earrings may be worn in ears only. Some clinical facilities do not allow males to wear earrings. Male students must comply when assigned to such facilities. Cultural exceptions need to be discussed with the Academic Coordinator of Clinical Education.
• Clear or natural nail polish only, preferably none.
• Fingernails should not extend beyond the end of the finger (approximately 1mm). They must be clean and short.
• No visible body tattoos. Students who have tattoos must cover them with clothing or make-up.
• A name pin or picture identification badge should be worn on the upper left side of your lab coat.
• Hair should be worn away from the face and be secured.
• No perfumes, after-shaves or lotions.
• Make-up should be conservative.
• No midriffs or other clothing that exposes excessive skin.
• Facilities have the final decision in all dress code questions.

Clinical Education Expenses

Students are solely responsible for any expenses that occur prior to or during the clinical education component of the curriculum. The following is a list of some of the expenses that a student may encounter.

• Immunizations
• Drug screen
• Current CPR certification
• White lab coat (thigh length)
• Name tag (provided by the program)
• Malpractice insurance
• Clinical clothing as required by the facilities
• Reliable transportation
• Meals (lunches)
• Parking fees
• Other miscellaneous clinical supplies (i.e., goniometer, gait belt)
• PTA MACS or clinical evaluation tool

The above information will be explained to you prior to the clinical internships. There may be other expenses that are not included in this list.

Competence Prior to Clinical Assignment

Students gain competence in preparation for clinical internships by practicing skills during the laboratory time of classes with a lab component. Spending additional time in “open lab” is also required by students. During these times, students can practice skills under the supervision of the lab coordinator who is a licensed PT or PTA in order to reinforce learning. Following these practice times,
students are required to complete competency check-offs for the lab coordinator prior to being eligible to take each practical exam. Practical exams are used to assess competencies for each skill and are administered by the instructor and may include the assistance of the lab coordinator. These skill check-offs and competencies are completed and recorded by the faculty member for that class.

**Professional Behavior of Students**

Professional behaviors will be discussed throughout the curriculum. It is important to realize that you are a representative of the PTA program and of LSC-M any time you are at a clinical affiliation. We expect you to uphold a high degree of professionalism and represent the program and college to your best abilities.

While in the clinic, students are expected to behave according to the standards of the facility and the highest ethical and moral standards expected by the profession. Failure to adhere to these standards may result in the facility requesting the school to withdraw you. If it is necessary to do this, this may also result in dismissal from the program.
IX. STUDENT SERVICES

A wide range of student development programs and services are provided by Lone Star College. These services are designed to complement the instructional programs and to provide individual attention to the needs of students.

Counseling Services

Students and faculty are supported throughout the degree plan with advisors and counselors that are responsible for working with students who need academic, career, or personal counseling. The counselors are embedded within the division and are available to provide services to include, but not limited to, advising, degree planning, referral services, transfer planning, testing, graduation planning, and stress management services. Students who need counseling relative to personal issues are given immediate counseling assistance. If long term therapy is needed, students are usually referred to agencies in the community. These services are explained within the course catalog on page 84 which may be found at http://www.lonestar.edu/departments/advising/LSCS_Student_Handbook_Web.pdf

Financial Aid Services

The Lone Star College System participates in programs which provide financial aid through grants, scholarships, loans, and part-time employment. Students choosing to apply for any of these programs need to apply as soon as possible after January 1 each year for the following fall term. Some of the programs are designed on a first come, first served basis. These services are explained within the course catalog on page 57 which may be found at http://www.lonestar.edu/departments/advising/LSCS_Student_Handbook_Web.pdf

Please consult the Financial Aid Department in Building C for more information on application forms and deadlines.
X. ADDITIONAL PROGRAM COMPONENTS

Service Learning Program

Lone Star College-Montgomery PTA Program supports both the APTA core values of altruism, compassion/caring, and social responsibility in professional practice and the college’s value for supporting a seamless education journey while nurturing the intellectual and cultural life of the community.

In keeping with these goals, the PTA program includes a service learning component in all 5 semesters of the program. The service learning experience focus is on contributions individuals make in their professional role to the community. As the students evolve through didactic, laboratory and clinical program courses, they begin to internalize their role as health care professionals. Their service learning opportunities help them evolve from seeing the world through their lens to seeing the world through a health care provider’s lens as they they contribute personally to the cultural life of a community.

Objectives

- The student will demonstrate social responsibility, citizenship, and advocacy by participating in community and human services organizations and activities.
- The student will develop an awareness and understanding of prevention of illness and the way our community and its individuals adapt to these terms.
- The student will describe their personal interests and goals within the health care community.
- The student will act as an advocate for the profession of physical therapy.

Each semester during the PTA program, the student will select a community/human services organization or activity and volunteer a minimum of 4-6 hours. The target population of the service learning project may include but is not limited to the disadvantaged, under served, disabled or cross cultural populations.

The student may choose to volunteer each semester for the same community organization or may choose to volunteer with 5 different organizations.

Evidence Based Journal Club

Each semester during the PTA program, the students will participate in a journal club with the following objectives:

- Develop oral communication skills by presenting timely articles from the primary literature.
  - Assess the soundness of research methods and study design.
  - Evaluate the presentation and analysis of data.
  - Identify strengths and weaknesses of the study.
- Facilitate student’s understanding of evidence based medicine process and the application to the patients’ goals and treatment.

Mentor Program
Students are assigned faculty mentors in the 1st year of study. The mentor relationship is developed to promote professional advice in the areas outside of the professional coursework but within the development of the student as a physical therapist assistant professional. The program will assess the student’s generic abilities prior to assigning a mentor.

**Student Organization**

The Student Physical Therapist Assistant Association is an organization within the LSC- Montgomery Student Life Services and is supported through student fee allocation and dues.

The goals of this organization are:
- Promote the development of leadership in students preparing to become physical therapist assistant or physical therapists.
- Encourage interaction between the PTA program and the college
- Promote increased awareness of physical therapy services in the south Montgomery County area.

**APTA Student Participation**

Student participation in the APTA/TPTA is required while the students are within the program.
XI. GRADUATION

Graduation Exercise

Graduation will be held upon completion of the professional curriculum. Graduation is an important and personal event for each class. Keeping this in mind, each class will be encouraged to design the ceremony to suit their needs. The ceremony encompasses only the graduating PTA class and not the entire student body. A photographer may be available to record the graduates’ accomplishment. The photographer may also be available for group and family photos.

Post-Graduation Follow-up

In order to continually improve and update the curriculum, it is important that students be involved in the program after graduation. It is also a requirement for accreditation that the program determine the performance of its graduates.

Program graduates will be tracked in several ways. A survey of the graduates and their employers will be sent out after graduation. Also, students will be encouraged to join an alumni organization which will have a newsletter, meetings, continuing education opportunities and reunion activities. From these activities, feedback on the program and suggestions for improvement will be sought. Also, graduates will be encouraged to participate on the program advisory committee.

In order to facilitate post graduate follow-up, graduates are requested to keep the college and the PTA program informed of any change in home address and place of employment.
XII. READMISSION OR TRANSFER INTO LSC-M PROGRAM

THE NUMBER OF APPLICANTS ACCEPTED FOR READMISSION OR TRANSFER WILL BE BASED ON A SPACE AVAILABLE BASIS. There may not be a sufficient number of seats in the PTA course to admit all applicants applying for readmission or transfer. No student will be granted readmission or transfer if they left LSCS-Montgomery PTA program or another PTA program for behavior related issues or issues relating to poor professional performance in a clinical assignment.

Readmission Process

1. Any student who withdraws from or fails any PTA course and desires to readmit must complete an exit interview and complete a counseling form.

2. A student who withdraws from or fails the 1st semester of the professional program must reapply for regular admission to the PTA program. No preference is given to readmit students over other students applying for first-time admission to the PTA Program.

4. A student who withdraws from or fails any course during the second or third semester within the professional program may apply for readmission to the PTA program for the semester the student did not successfully complete. All coursework for which the student earned a passing grade prior to the semester in which they failed or withdrew will be accepted for readmission.

5. A student is allowed to readmit one time only and must complete the program within three years of the original admission.

6. No student will be allowed more than two admissions into the program.

7. General criteria for readmission for Terms III-V include:
   a. Students Readmission Letter
   b. Compliance with recommendations on exit counseling form.
   c. Space available
   d. Performance while in the program

Readmission Procedures

1. The student must have completed the program withdrawal process as
described in the Withdrawal Procedure.

2. The student must submit a letter in writing requesting readmission to the PTA program manager. This letter includes the student’s plans for being successful in the PTA program and information on any remediation completed.

3. Students who apply for readmission are required to validate pre-requisite and co-requisite PTA knowledge and skills comparable to the semester for which they are being readmitted. This is determined by successfully completing a readmission exam and, at the recommendation of the program, a practical exam if necessary.

4. Readmit PTA students are expected to follow the PTA Program Grading Policy and Guidelines for Practical Evaluations as described in the *PTA Program Student Handbook*. This includes obtaining a 75% average in each course for which they are validating knowledge and skills and passing each practical at 75% or higher.

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**Transfer Process**

1. Transfer students must meet all PTA admission requirements as described in the *PTA Program Application Information Packet* available online. Transfer students will only be admitted into the fourth semester of the program and must complete both the fourth and fifth semester with a grade of C or better.

2. Students who apply for transfer into the PTA program are required to validate pre-requisite and co-requisite PTA knowledge and skills comparable to the semester for which they are requesting transfer. This is determined by successfully completing the readmission test and practical.

3. PTA transfer students are expected to follow the PTA Program Grading Policy and Guidelines for Practical Evaluations as described in the *PTA Program Student Handbook*. This includes obtaining a 75% average in each course for which they are validating knowledge and skills and passing each practical at 75% or higher.

4. Students requesting transfer must submit a letter from the previous PTA program director stating that the student left in good standing with the previous program and is eligible for readmission to the previous program.

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**Readmission or Transfer Priority**

1. The Admission Committee will review all files of applicants requesting
readmission or transfer to the PTA program. After ascertaining that applicants have met the general criteria listed above, the following priority guidelines will determine placement on the waiting list for available openings within each of the PTA courses after Term II:

a. **First Priority**: Applicants who withdraw from LSCS in good standing academically (“C” or above). Examples include withdrawal due to family crisis, personal health, pregnancy, finances.

b. **Second Priority**: Students who withdraw from LSCS failing or fail a PTA course.

c. **Third Priority**: Applicants who transfer from another PTA program.
   1. Applicants who transfer passing all PTA courses.
   2. Applicants who transfer not passing a PTA course.

2. An applicant may be denied readmission or transfer to the PTA Program.

I. SAFETY REQUIREMENTS AND PROCEDURES

Safety in the Classroom

- It is the responsibility of the supervising faculty to assure that the physical setting for class is free of any known, controllable safety hazards.
- All faculty, staff and students are encouraged to report any possible hazards to their immediate supervisor. Any equipment or device deemed unsafe will be removed from use and marked as such. Faculty and students will follow all college and division and program policies and procedures relating to safety, communicable diseases, and emergency procedures. See college, division, and student handbooks for more details.
- According to the Montgomery College Emergency Procedures document (August, 2002). Montgomery College has campus police available 24 hours a day, every day of the week. In the event of any emergency, the campus police should be called first. They can be contacted by dialing zero on any campus phone during normal hours of business operation. The operator is on duty on Monday-Friday from 7 am until 7 pm and on Saturday from 9-2 (except during summer sessions). After these hours, call the police directly at 936 537 9127.
- Exception to contacting the police first is in the event of an emergency that requires prompt medical response or in the case of a large fire. In those cases, the persons involved should first call 9-911.
- Any safety issues that would involve the personnel from Facilities Management, such as smell of natural gas or water leak, the persons involved should call extension 7311. This is the extension for the facilities hotline and is manned from 6 am to 5 pm Monday through Friday. After these hours, call the police directly at 936 537 9127.
- The Montgomery College Emergency Procedures document details information for dealing with chemical spills, fire, hurricane, tornados, power outage, gas leaks, flooding, car accidents on
campus, assault, bomb threat, medical emergencies including blood spill. Emergency numbers are on all campus telephones. Additional bright colored sheets with emergency contact info are located readily throughout the campus.

Safety Procedures for Clinical Facilities

- In order to ensure the safety of PTA students in clinical facilities, students will receive an orientation to the facility prior to the experience. The orientation is the responsibility of the clinical facility.
- Orientation may include information on such items as how and where to handle hazardous materials including bodily substances. Information on security and access to emergency services should also be covered. Any equipment should not be used until the student is familiar with safety training on individual items. This includes the verification by the clinical facility that equipment used undergoes periodic safety inspections as recommended by applicable accrediting agencies.

Annual Inspection/Calibration of Classroom Lab Equipment

- All PTA Program equipment used for educational purposes will be inspected and calibrated annually as indicated, preferably at the end of the calendar year. Any equipment that is found to be unsafe or out of compliance with FDA guidelines will be removed from service.
- The Program Director and/or the lab coordinator will initiate a visit from a qualified medical electronics service firm to perform the annual inspection and calibration. Companies that loan equipment, such as IOMED or EMPI manufacture and will send equipment that meets safety standards as per the contract agreement.

Hazardous Wastes

Material Safety Data Sheets (MSDS) are maintained in the PTA Program classroom and laboratory area where potential hazardous materials exist in the form of Clorox, aloe vera lotion, and ultrasound transmission gel.

Spill Guidelines

The following guidelines are to be followed when any student or faculty is involved in or is aware of a hazardous material or waste spill.

- Isolate hazard spill area.
- Notify spill response team as indicated in emergency procedures section of PTA handbook. Call extension 7311.
- Contact faculty person.
- Faculty contacts the dean of the division of Natural Sciences & Health Professions.
- Response team, faculty or Dean determines major/minor proportion of spill.
• Reference the MSDS forms posted in the classroom and laboratory area for:
  o product and company identification
  o composition / information of ingredients
  o hazards identification
  o first aid measures
XIV. HEALTH AND SAFETY GUIDELINES IN HEALTH CARE SETTINGS

The following Guidelines and Recommendations are established by the Center for Disease Control for the prevention of transmission of infectious diseases in health care settings.

Standard Procedures

The following standard procedures are designed for care of patients in health care settings regardless of their diagnosis or presumed infectious status. They are the primary strategy for successful nosocomial infection control:

- **Hand hygiene:** Wash hands immediately after touching blood, body fluids, secretions and excretions and contaminated items, whether or not gloves are worn. Wash hands between patient contacts.

- **Gloves:** Wear gloves when touching blood, body fluids, secretions, excretions and contaminated items; put on clean gloves just before touching mucous membranes and non-intact skin. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaced and before going to another patient, and wash hands immediately to avoid transfer of micro-organisms to other patients or environments.

- **Mask, Eye Protection, Face Shield:** Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose and mouth during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions and excretions.

- **Gowns:** Wear a gown or plastic apron (a clean non-sterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions or excretions or cause soiling of clothing. Soiled gowns should be removed immediately and hands washed to prevent spread of infection between patients.

- **Patient Care Equipment:** Handle used patient care equipment soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of micro-organisms to other patients and environments. Wear gloves if visibly contaminated; perform hand hygiene.
  - Reusable equipment is not to be used for the care of another patient until it has been appropriately cleaned and reprocessed.
  - Single use items must be properly discarded after use. Follow CDC Guidelines and specific agency policies as indicated.

- **Linens:** Handle, transport and process used linen soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing and avoids transfer of micro-organisms to other patients and environments.

- **Needles and other sharps:** Take care to prevent injuries when using needles, scalpels and other sharp instruments or devices; when cleaning used instruments; and when disposing of used needles.
• NEVER recap used needles or otherwise manipulate them using both hands, or any other technique that involves directing the point of a needle toward any part of the body; rather, use either a one handed scoop technique or a mechanical device designed for holding the needle sheath.

• DO NOT remove used needles from disposable syringes by hand, and DO NOT bend, break or otherwise manipulate used needles by hand.

• Place used disposable syringes and needles, scalpel blades and other sharp items in appropriate puncture resistant containers located as close as practical to the area in which the items were used. Place reusable syringes and needles in puncture resistant containers.

• **Patient resuscitation:** USE MOUTHPIECES, RESUSCITATION BAGS OR OTHER VENTILATION DEVICES as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

• **Client/Patient Placement:** Patients who contaminate the environment or who do not assist in maintaining appropriate hygiene or environmental controls should be placed in a private room. If this is not possible, other arrangements need to be made in consultation with the health care area’s infection control department.

### Additional Guidelines

In addition to the above standard precautions, the following guidelines should be considered when providing client care:

• **Existing concerns:** Health care workers with open lesions, upper respiratory infections, or weeping dermatitis should refrain from all direct client contact and from handling client care equipment.

• **Pregnancy:** Pregnant health care workers are not known to be at greater risk of contracting HIV or HBV infection than health care workers who are not pregnant; however, if a health care worker develops HIV or HBV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission.

• **Contaminated articles:** Place all contaminated articles and trash in leak-proof bags. Check specific policies of health care setting for double bagging.

• **Spills:** All spills should be cleaned quickly. If spills occur in an HIV/AIDS client/patient area clean with a 1:10 solution of bleach.

### Transmission-Based Precautions

Designed for patients known or suspected to be infected or colonized with pathogens that can transmit diseases. These pathogens can be spread in the following manner:

• **Airborne:** Tiny particles that travel a distance.
• Occurs by dissemination of either airborne droplet nuclei (small particle residue [5 microns or smaller in size] of evaporated droplets containing microorganisms that remain suspended in the air for long periods of time) or dust particles containing the infectious agent.
• Transmission occurs when the microorganisms carried in the manner can be widely dispersed by air current and may become inhaled by a susceptible host within the same room or a distance from the source patient.

• **Droplet:** Large particles that travel a short distance (3 feet), close contact.
  • Occurs via large-particle droplets (larger than 5 microns) containing microorganisms generated from the person whom has a clinical disease or is a carrier of the microorganism. Droplets are generated primarily during coughing, sneezing, or talking and during the performance of certain procedures such as suctioning and bronchoscopy.
  • Transmission involves contact of the conjunctivae, or mucous membranes of the mouth or nose of a susceptible person with the droplet particles. It requires close contact between source and recipient persons since droplets do not remain suspended in the air and generally travel only short distances through the air, usually 3 feet or less.

• **Contact:** Occurs through direct or indirect contact.
  • Direct Contact involves skin-to-skin contact and physical transfer of microorganisms from a susceptible host from an infected or colonized patient.
  • Indirect Contact involves contact of a susceptible host with a contaminated intermediate object, usually inanimate in the patient’s environment.

To prevent the transmission of pathogens, instruct symptomatic persons to cover mouth/nose when sneezing/coughing; use tissues and dispose in no-touch receptacle; observe hand hygiene after soiling of hands with respiratory secretions; wear surgical mask if tolerated or maintain spatial separation of greater than 3 feet if possible.
Prevention of Exposure to Blood or Body Fluids

Students must follow universal precautions whenever performing activities with the potential for coming in contact with blood or body fluids.

Prior to practice in the clinical area, students will be given instructions by the faculty in the following areas:
- The most current information on modes of acquiring and transmitting infectious diseases.
- Thorough instruction in universal precautions.
- Supervised practice in a skills lab.

Prior to practice in the clinical area, the student must demonstrate competency in universal precautions. Students will be required to sign a communicable disease statement and waiver of liability form.

The following guidelines will be used by all PTA students for infection control precautions in the health care setting. When the college policy differs from the agency policy, the more stringent policy will be followed. Situations defined as high risk are those situations where the potential contamination is increased by patient lack of control, e.g. a child, a confused patient, etc.

NOTE: This list is not intended to be all inclusive, but rather to give a framework for the student to use good judgment to prevent self-contamination and/or contamination of other patients.

NON-STERILE GLOVES - should be worn in all instances when:
- Taking a temperature with a mercury thermometer, with or without a disposable sheath
- Giving oral care
- Changing diapers
- Changing soiled linens contaminated with blood or bloody fluids
- Removing dressings
- Doing any procedure that involves contact with blood or body fluids, e.g. emptying drainage bags, etc.
- Transporting specimens
- Cleaning spills of blood and body fluids
- Handling equipment used for invasive procedures

MASK AND GOGGLES - should be worn when:
- Caring for a patient with a productive cough when there is a high risk of contamination
- Observing surgery
- Instilling fluid into a body cavity
- Aspirating body fluids
- Performing tracheostomy care

GOWNS - should be worn when:
- Changing linens soiled with blood or body fluids
- Observing surgery
- Instilling fluid into a body cavity where there is high risk of contamination
- Aspirating body fluid where there is high risk of contamination
Exposure to Blood or Body Fluids

In the event that a student is exposed to blood or body fluids, the student must follow the procedures outlined by the college.

1. Report exposure to clinical instructor (CI), and the Academic Coordinator of Clinical Education (ACCE) in the Physical Therapist Assistant program at LSC-M.

2. The clinical instructor, in consultation with the facility authorities, will initiate specific follow up procedures based on facility policies. If exposure is deemed infectious and requires follow-up, the procedures listed below will be initiated.

   - Determine medical status of source client to whom the student was exposed.
   - Test the exposed individual patient for evidence of HIV or Hepatitis B as soon as possible after exposure.
   - The student should be tested by his/her private physician within 48 hours of the exposure and medical guidance as to follow-up treatment and referral should be requested.
   - If negative retest in 6 weeks, then at 3, 6, and 12-month intervals with private physician.
   - Seek counseling throughout the experience.
   - Adhere to the recommendation for the prevention of transmission of any infectious disease during the testing period of 3 months.

3. Confidentiality of medical records is protected and information is shared only on a strictest “need to know” basis. Any breaches of confidentiality will be grounds for disciplinary action.

4. Confidential screening for various communicable diseases can be obtained through the local health department.

5. All expenses incurred are the sole responsibility of the student.
Appendix A: FORMS

Acknowledgment of Receipt of PTA Handbook

I have received a copy and have read the Physical Therapist Assistant Handbook which includes, but is not limited to, section XIV, Health and Safety Guidelines in Health Care Settings.

By signing, I indicate my understanding and willingness to comply with these regulations and requirements for the duration of the enrollment.

I understand these policies are in effect for this admission. However, if I should withdraw for any reason and am readmitted, the most current policy guide will be in effect.

STUDENT SIGNATURE________________________________DATE_________________
Acceptance of Participation and Program Performance Requirements

I, _____________________________, wish to accept the place being offered to me at Lone Star College-Montgomery to participate in the education and training for the degree of Associate of Applied Science in Physical Therapist Assistant. I agree to the following stipulations:

A. I have read and understand the performance requirements as presented in the document and any questions I may have had relating to this document have been satisfactorily answered.

B. I understand that whether or not I have any limitation(s) and/or disability, I will be expected to demonstrate acceptable levels of performance in all skills, with reasonable accommodations if necessary, in order to complete and graduate from this program.

C. I am able and willing to fully participate in all components of the PTA education program.

D. I understand that while this education program is designed to prepare me to perform the duties of a physical therapist assistant, no guarantee has been expressed or implied that by accepting a place in this program I will either successfully complete this degree or pass any state licensing exam that may be required for me to practice in this field.

E. I understand that in order to be licensed as a physical therapist assistant in Texas I must graduate from an education program accredited by the Commission on Accreditation in Physical Therapy Education. The PTA program at Montgomery College is accredited by the Commission on Accreditation in Physical Therapy Education.

F. I understand that falsification of any of any of the stipulations made in this document will result in my being dismissed from the program.

Signed ___________________________  Date: ________________
Integrity Policy

PTA’s are professionals in whom the attributes of honesty, integrity, dependability, trustworthiness, and accountability are essential. The very nature of the profession requires a value ethic beyond reproach. Questionable virtues in many professions most likely affect the individual. A lack of integrity in physical therapy has far reaching effects and may have dire results for patients and families under the PTA’s care.

As PTA’s we are charged with the protection of the welfare of the patient. The PTA faculty will not tolerate dishonesty in any form - with intent or through error or ignorance. Falsification of records, lying, lack of preparation, and cheating are all examples of the behaviors that result in unsafe practice. The instructor will discern which behaviors or activities are suspicious of dishonesty and counsel students accordingly. Depending on the nature of the incident, the student is subject to receiving anything from a zero on work to dismissal from the program.

Behaviors that are consistent with or lead one to suspect dishonesty are of great concern and regardless of one’s academic ability, these behaviors are incompatible with physical therapy. The pressure to succeed or pass often tempts students to give in to questionable acts. Any student engaged in or aware of these behaviors is subject to discipline/dismissal.

Students requiring counseling, who are not dismissed, are expected to demonstrate a change in behavior. Those unable or unwilling to do so will be dismissed from the program.

Disciplinary action will be taken against any student who alone or with others engages in any act of fraud or deceit. It is the responsibility of the student and faculty members to maintain integrity by refusing to participate in or tolerate dishonesty. The action will be indicated by the faculty member in whose course the claim of dishonesty or the appearance of unethical behaviors occurred.

By signing, I indicate my understanding and willingness to comply with the requirements of the integrity policy.

STUDENT SIGNATURE________________________ DATE__________
Authorization to Release Educational Records

Standard Form Approved
by the Lone Star College System
Office of the General Counsel

AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS
Family Educational Rights and Privacy Act of 1974 as Amended (FERPA)

I, [Print Name of Student], hereby voluntarily authorize officials in the Lone Star College - department(s) identified below to disclose personally identifiable information from my educational records. (Please check the box or boxes that apply):

☐ Registrar
☐ Financial Aid
☐ Other (Please Specify)

Specifically, I authorize disclosure of the following information or category of information (Please check the box or boxes that apply):

☐ Grades/Transcripts
☐ Financial Aid
☐ Disciplinary
☐ Scholarship and/or Honors
☐ Other (Please Specify)

This information may be released to [Print Name(s) of individual(s) To Whom LSC May Disclose Information] for the purpose of informing:

☐ Family
☐ Employer/Prospective Employer
☐ Educational Institution
☐ Public or Media of Scholarship, Honor or Award
☐ Other (Please Specify)

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to Department(s) identified above.

Student Signature _____________________________ Date ___________ Student I.D Number __________________

STATE OF _____________________________
COUNTY OF _____________________________

This instrument was ACKNOWLEDGED before me on _________, 20___ by _____________________________ Student.

Notary Public, State of _____________________________

Office of the General Counsel
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Page 1 of 1

Note: Modification of this Form requires approval of OGC
Informed Consent for Instruction-Related Performance and Application of Physical Therapy Procedures

Student Name: _______________________

In signing this document, I agree that:

- I understand there may be contraindications and potential hazards related to my participation in the application of course or lab procedures both as a provider and as a recipient.
- Any questions I have should be addressed to the course or lab instructor.
- I understand that I may ask for further clarification at any time, or revise my status, should there be any change in my condition.
- I shall perform procedures only under the direct supervision of a licensed physical therapist or physical therapist assistant.
- It is my responsibility to inform the instructor of any contraindication(s) or circumstance(s) which may limit my full participation in procedures both now and in the future, and that I am fully aware of the (potential) consequences should I not inform the instructor.
- Any information I reveal about me will be treated as privileged and confidential.
- I have received education in the prevention of transmission of blood-borne pathogens and universal precautions. Whenever appropriate, I agree to apply any necessary precautions related to my performance of physical therapy procedures as part of course or lab curriculum.

To the best of my knowledge, I am safe to perform physical therapy procedures and to have the procedures applied to me by other student PTAs in my class and/or the course instructor, except with reasonable accommodations as stated below. I confirm that I have disclosed all relevant information and can safely participate fully in the laboratory procedures related to this course, and that if I have withheld such disclosure, I accept responsibility for any harm that may arise to me or to others. I release the other student PTAs in my class, the instructor, and LSC-Montgomery from any and all liability related to the performance and application of these physical therapy procedures.

Signed: _______________________________ Date: ___________

Accommodations (If requested): ______________________________
Videotaping, Audiotaping, Photography or Imaging Consent

Videotaping, audiotaping, photography or imaging may be used in the PTA program to record student demonstrations of procedures and techniques. These will be used only for instructional purposes by the program. Refusing to allow yourself to be videotaped/audiotaped/photographed/imaged will not jeopardize your grade in this course or your progress in the PTA program.

If the college, program or faculty wishes to use these for any other purposes (e.g. program promotion, public relations, commercial sale), you will be asked to sign a separate release.

If student wish to videotape, audiotape or photograph instructors providing explanation or demonstration of procedures or techniques, student should contact the instructor for permission.

I hereby allow myself to be videotaped, audiotaped, photographed or imaged during instructor demonstrations of procedures or techniques. I understand that these will be used only as stated above.

Signed: ___________________________ Date: ____________
Clinical Education Agreement

Clinical Education is an integral component in the educational process of the PTA program. The clinical education component is divided into part-time and full-time clinical experiences.

- The short-term clinical education course is taken during the spring semester of the first year of the program and is a two-week experience for 40 hours.

- The full-time clinical education courses are taken during the fall and spring semesters of the second year of the program. These experiences will be divided into two, 5-week experiences and one 6-week experience. For these, students are required to participate 40 hours per week.

Students will not be allowed to participate in the part-time clinicals if:

- They are earning a failing grade (below a "C") in their professional coursework when the clinicals are assigned. Students cannot begin their full-time clinical experiences until they have successfully completed all of their prerequisites as listed in the catalog.

- They have not received proper immunization clearance to include:
  - Required proof of immunization/immunity documents received by the ACCE
  - Required proof of immunization/immunity meets the required criteria
  - All required proof of immunizations/immunity has been approved by the ACCE by the end of the first fall semester.

The LSC-M PTA department does not guarantee any student will be provided a clinical education experience at any particular facility, as this depends upon the availability of clinical sites. We will not place a student in a facility where they are currently or have been previously employed by the physical therapy department, or where they have signed contractual agreements for future employment. All students will be responsible for their transportation and other expenses (e.g. clothing, vaccinations/medical exams, insurance) related to their clinical education experiences.

I ______________________________ agree to the terms of the clinical education experiences

hire name

As is outlined in this document, I understand that the actual expectations of each clinical experience will be outlined to me prior to each rotation.

____________________________
Signature

____________________________
Date
Demographic Information

**Note to the student:** The following information is necessary for reporting to various state and national agencies. This information is not retained as a part of your records, but is maintained only as statistical data in separate files.

<table>
<thead>
<tr>
<th>Name (optional):</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of birth:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race:</td>
<td>American Indian</td>
<td>Asian/Pacific Islander</td>
<td>Black, Non-Hispanic</td>
</tr>
<tr>
<td>Sex: Female</td>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marital status:</td>
<td>Single</td>
<td>Married</td>
<td>Widow(er)</td>
</tr>
<tr>
<td>Number of dependents:</td>
<td></td>
<td>Ages of dependents:</td>
<td></td>
</tr>
<tr>
<td>Do you have a physical or mental disability?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>If yes, please explain:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a learning disability?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>If yes, how were you diagnosed?</td>
<td>By: Testing</td>
<td>Self</td>
<td></td>
</tr>
<tr>
<td>Have you ever been in developmental reading, writing or math classes?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Are your parents high school or college graduates? (may check both)</td>
<td>High school graduates</td>
<td>College</td>
<td></td>
</tr>
<tr>
<td>Are you receiving financial assistance to attend college?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>If yes, please check one of the following or write in under &quot;Other&quot;:</td>
<td>Federal Grant</td>
<td>TRC</td>
<td></td>
</tr>
<tr>
<td>Scholarship from</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High School Graduate</td>
<td>GED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of hours per week work (outside classroom):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were you employed in an area or job that was phased out?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Number of hours of previous college credit:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previous earned college certificate/degree?</td>
<td>In what?</td>
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</table>
Student Emergency Procedure Information

This form must be updated at the start of each semester of the program.

Name__________________________________________________________

Present Address__________________________________________________
Number & Street__________________________________________________
Apartment Number________________________________________________
City-State-ZIP____________________________________________________

Permanent Address_______________________________________________
Number & Street__________________________________________________
Apartment Number________________________________________________
City-State-ZIP____________________________________________________

TELEPHONE NUMBERS: (Area Code/Number)

Present Phone Number____________________________________________

Work Phone Number______________________________________________

Pager/Cellular Phone Number________________________________________

Permanent Phone Number___________________________________________

In case of emergency, illness or accident, please notify:

1. Contact next of kin__________________________________________ Phone________ Area Code/Number

2. Contact__________________________________________________ Phone________ Area Code/Number

3. Contact Dr._______________________________________________ Phone________ Area Code/Number

4. Hospital___________________________________________________

5. Other_____________________________________________________

Date________ Signature________________________________________

In the event the above persons cannot be contacted, I authorize LSC-M to take the necessary emergency procedures/decisions.

Date________ Signature________________________________________
Medical Treatment Authorization

PARTICIPANT’S GENERAL INFORMATION STATEMENT AND AUTHORIZATION FOR MEDICAL TREATMENT

NAME OF PROGRAM: Physical Therapist Assistant Program

NAME: ___________________________ BIRTH DATE: ___________________________

Last First MI MM/DD/YY

DRIVER’S LICENSE #: ___________________________ STATE: ___________________________

NAME OF SPOUSE, PARENT OR GUARDIAN: ___________________________

ADDRESS: ___________________________

PHONE (Include Area Code): ___________________________ ___________________________

Daytime Evening

Use of drugs or alcohol on a College-sponsored trip will not be tolerated under any circumstances and may be grounds for Participant’s dismissal from the Program.

PARTICIPANT’S SIGNATURE: ___________________________

PARENT’S SIGNATURE: ___________________________

If Participant is under eighteen (18) years of age

I (Participant) consider myself adequately, and physically, and mentally healthy to take full responsibility in case of illness or disability and prefer not to supply the following information.

Participant’s Signature ___________________________ Date ___________________________
AUTHORIZATION FOR MEDICAL TREATMENT:

I, the undersigned, (print name) ("Participant"), I.D. # wish to (and if under 18 years of age also, my parent or guardian authorize my son/daughter to) participate in the District-sponsored Program of (hereinafter "Program").

MEDICAL CONDITIONS:

Please list and explain any medical conditions of the above Participant (including, but not limited to heart problems, high blood pressure, asthma, diabetes, epilepsy, allergies, etc...)

Please list any allergies or allergic reactions to antibiotics or other medications of the above Participant:

Please list any medications the above Participant is now taking:

Date of Participant’s most recent tetanus shot:

Other pertinent medical information:

MEDICAL INSURANCE: Company: Policy Number:

Immunization for any disease is not required by the United States or any country we will be entering. District advises Participant to check with Participant’s physicians and abide by their recommendations. Please list any immunizations Participant has taken and list the dates:

<table>
<thead>
<tr>
<th>Immunizations</th>
<th>Dates</th>
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In order that I, my daughter/son (if Participant under 18), may receive the necessary medical treatment in the event of an emergency whereby I, he/she may sustain injury or illness during participation in this Program, I authorize any school official to consent to and obtain necessary medical treatment, including x-rays, examinations, anesthetic, medical or surgical diagnosis, or treatment or hospital care for such an injury or illness during the Program and I hereby release discharge, indemnify and agree to hold System, System’s governing board and College and each of its trustees, employees, agents,
coaches, teachers, volunteers, and representatives harmless in the exercise of its authority. I further hereby acknowledge that neither the system or any of the persons named above have any obligation to seek such treatment.

Should the need arise, the following information may be given to any health care provider:

**PARTICIPANT:**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>(Last)</th>
<th>(First)</th>
<th>(Middle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td></td>
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</tbody>
</table>

**EMERGENCY CONTACTS:**

**Parent(s)/Guardian(s):**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>(Last)</th>
<th>(First)</th>
<th>(Middle)</th>
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</thead>
<tbody>
<tr>
<td>PHONE (Include Area Code):</td>
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<td></td>
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</tr>
<tr>
<td>Daytime</td>
<td>Evening</td>
<td></td>
<td></td>
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**Other Contact:**

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<td>Daytime</td>
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| RELATIONSHIP: | | |
| (Friend, Relative, Neighbor, etc) |

**PARTICIPANT’S REGULAR PHYSICIAN:**

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I, or the undersigned parent/guardian, have read and understood the above Authorization for Medical Treatment:

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<th>Signature of Participant</th>
<th>Date</th>
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<tr>
<th>Signature of Parent/Guardian (If Participant under 18)</th>
<th>Date</th>
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Confidentiality Statement

As a student in a LSCS health occupation program, you will have access to confidential information during your clinical experiences. Confidential information includes client information, employee information, financial information, other information relating to your duty as a student and information proprietary to other companies or persons.

You may have access to some or all of this confidential information through the computer systems of the clinical facilities or through your student activities.

Confidential information is protected by strict policies of the clinical facilities and by federal and state laws particularly the Health Insurance Portability and Accountability Act. The intent of these laws and policies is to assure that Confidential Information, that is, Patient’s Protected Health Information or Individually Identifiable Information provided to students orally or contained in patient medical records or maintained on the facility’s electronic information system will remain confidential.

As a student, you are required to comply with the applicable policies and laws governing confidential information. Any violation of these laws will subject the student to discipline, which might include, but is not limited to, dismissal as a student and to legal liability.

In addition to this statement, each clinical facility may require you to sign an additional statement as you begin your clinical rotation.

As a student in an LSCS health occupations program, I understand that I will have access to confidential information and promise that:
1. I will use confidential information only as needed to perform my legitimate duties as a student.
2. I will not discuss client information outside of the clinical area and will confine any discussions to the educational conference.
3. I have participated in training regarding the privacy and security provisions of HIPAA.
4. I will safeguard and not disclose any access codes or authorizations that allow me to access confidential information.
5. I will make every effort to de-identify client information so that it cannot be connected back to the client to whom it relates.
6. I will not remove from the facility any facility generated client protected health information or individually identifiable information.
7. I will be responsible for my misuse or wrongful disclosure of confidential information and for my failure to safeguard any authorization to access confidential information. I understand that my failure to comply with this agreement may also result in my termination as a student.

Signature: ___________________________ Date: ________________
Participant Release and Indemnification Agreement

PARTICIPANT: (Name and Address) ____________________________

COLLEGE ____________________________
Lone Star College System ____________________________
College or Dept. ____________________________

DESCRIPTION OF ACTIVITY OR TRIP: ____________________________
________________________________________________________________________________________
________________________________________________________________________________________

LOCATION: ____________________________
________________________________________________________________________________________

DATE(s): ____________________________
________________________________________________________________________________________

I, the above-named Participant, am eighteen (18) years of age or older, or if a minor, I have obtained the written approval below of my parent or legal guardian, and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity of Trip may expose me to hazards or risks that may result in my illness, personal injury, or death, and I understand and appreciate the nature of such hazards and risks. I represent that I am physically able, with or without accommodation, to participate in the above-referenced Activity or Trip, am able to use the equipment and/or supplies associated with the Activity or Trip, and have obtained all required immunizations.

In consideration of my participation in the Activity or Trip, on behalf of myself, my family, heirs, and personal representative(s), I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the above named College, its governing board, officers, employees, and representatives (collectively the “Releasees”) from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the Releasees, or otherwise. I further agree to indemnify and hold harmless the College and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO
INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

I understand and agree that Releasees do not have medical personnel available at the location of the Activity or on the campus. I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

It is my express intent that this Release and hold harmless Agreement shall bind the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a "Release, Waiver, Discharge and Covenant" not to sue the above-named Releasees. I further agree to save and hold harmless, indemnify, and defend Releasees from any claim by me or my family, arising out of my participation in the Activity or Trip.

In signing this Release, I acknowledge and represent that I have fully informed myself of the content of the foregoing waiver of liability and hold harmless Agreement by reading it before I sign it, and I understand that I sign this document as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made. I understand that the College does not require me to participate in this Activity, but I want to do so, despite the possible dangers and risks and despite this Release. I further state that I am at least eighteen (18) years of age, or have obtained the written approval below of my parent or legal guardian, and am fully competent to sign this Agreement; and that I execute this Release for full, adequate, and complete consideration fully intending to be bound by the same. I further state that there are no health-related reasons or problems which preclude or restrict my participation in the Activity or Trip.

Should I require emergency medical treatment as a result of accident or illness arising during the Activity or Trip, I consent to such treatment. I acknowledge that the College does not provide health and accident insurance for participants in the Activity or Trip and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment. I will notify College representatives in writing if I have medical conditions about which emergency medical personnel should be informed.

I further agree that this Release shall be construed in accordance with the laws of the State of Texas. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby.

_______________________________________  ______________________________________
Signature of Participant                              Signature of Witness

_______________________________________  ______________________________________
Date Signed                                            Date Signed

**Parental/Guardian Consent:** (Must be completed for students under the age of 18)

I hereby certify that I am the parent or legal guardian of the above named participant and I have read and understand the above statements and agree to the terms and stipulations.

_______________________________________  ______________________________________
Signature of Parent/Guardian                              Signature of Witness

_______________________________________  ______________________________________
Date Signed                                            Date Signed
Lone Star College-Montgomery
Physical Therapist Assistant Program
Admissions Information Booklet

Note: Applications are available on line beginning in April. The deadline to submit application and all required documents for this program is May. Information about the application is available on line at http://www.lonestar.edu/physical-therapist-assistant-dept-montgomery. Application requirements may change from year to year so please consult the website above. The online application can be accessed at http://twebapp1.lonestar.edu/nash/

Counseling and advising are available. Please call 936-273-7030 for an appointment.
Dear Applicant,

The faculty of Lone Star College-Montgomery’s Physical Therapist Assistant (PTA) program appreciates your interest in our program. The purpose of this packet of information is to answer your questions and to make your application to the program less complicated.

LSC-Montgomery is regionally accredited by the Southern Association of Colleges and Schools and the Texas Higher Education Coordinating Board and offers an Associate of Applied Science (AAS) degree. Our campus offers typical student services such as a library, testing and counseling, student organization opportunities, etc. Please note: on-campus housing is not offered; however, most campuses are located near private apartment complexes. For more information about LSCS, go to www.lonestar.edu.

The PTA program is accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE). This accreditation satisfies the educational requisite to sit for the licensure exam administered by the Texas Board of Physical Therapy Examiners. The program is well-supported by local hospitals, private practice clinics, and rehabilitation facilities in and around the district. Our graduates have excellent pass rates on the licensure exam and are actively recruited by employers. For more information on physical therapy education accreditation or general information about physical therapy, go to www.apta.org. For more information on licensure requisites, go to www.ecptote.state.tx.us.

The curriculum plan for the program begins in the fall semester of the school year and consists of five consecutive semesters. Besides the PTA courses, our program includes a full complement of general education and science courses necessary for earning an AAS degree (see degree plan, Appendix A). Successful completion of the program satisfies the academic requirement for applying for state licensure as a PTA.

Currently, the PTA courses are offered only during the day on weekdays. The student schedule varies each semester and is dependent upon whether the general education and science courses have been completed prior to admission. Please note: even if all the general education and science courses are completed prior to program admission, it will still take five semesters, or two years, to complete the program. Many of the non-PTA courses may be taken during the evening, on Saturdays, or online.

During the second half of the program, students are placed in a variety of clinical sites for hands-on experience in physical therapy. Licensed physical therapists and assistants provide the student with onsite, direct supervision. Clinical hours and days vary by semester. Extensive study time outside of class is required.

Thank you for your interest in our program. This booklet should answer most of your questions, but please contact the advising office if you have any further questions – 936-273-7030.

Sincerely,

Renee Pruitt PT, MHA, DPT
Program Director
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Section I: General Program Information

Accreditation
Our program began in 1996 and is fully accredited by the Commission on Accreditation for Physical Therapy Education (CAPTE).

LSCS is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award the associate’s degree. The program received re-accreditation in April, 2007. The educational programs and courses are approved by the Texas Higher Education Coordinating Board.

After successful completion of all requirements for the PTA curriculum plan, the student is awarded an associate degree of applied science.

Faculty
The three full time faculty of the program, Renee Pruitt PT, MHA, DPT, Nanette Meyer PT, MSPT, DPT and Linda Carlson BS, PT, provide students with many years of clinical experience in various physical therapy settings. Clinical instruction is provided by experienced licensed PTs and PTAs in local hospitals, private practice clinics, rehab facilities, and long-term care facilities. Experienced adjunct faculty members are also employed to teach certain courses.

Post-graduation Licensure
In Texas, licensure to practice physical therapy is required by the Texas Board of Physical Therapy Examiners. Students who complete the program satisfy the academic requirements for obtaining a PTA license. For complete details about Texas physical therapy licensure, contact the Executive Council of Physical Therapy and Occupational Therapy Examiners, www.ecptote.state.tx.us. Please note: Licensure in one US state does not guarantee automatic licensure in another state. Contact the Federation of State Boards of Physical Therapy for more information about the licensing authorities in other states, www.fsbpt.org.

Fees associated with taking the licensure exam (administered by the Federation of State Boards of Physical Therapy) and obtaining a Texas license (awarded by the Executive Council of PT and OT Examiners) are approximately $600.
Section II: Curriculum

General Education Courses

To encourage student success, the faculty recommends that students complete as many of the general education courses as possible prior to or during the semester in which you apply to the program. The following courses may be taken before applying; however, it is not mandatory that any be taken ahead of time.

- BIOLOGY 2402: Human Anatomy & Physiology II
- PSYC 2301: Introduction to Psychology
- PSYC 2314: Lifespan
- ENGL 1301: English Composition I
- PHIL 2306: Introduction to Ethics

The following rules apply to the courses listed above:

- Any or all of these courses may be taken prior to acceptance into the program.
- After beginning the program, these courses may be taken earlier than shown in the degree plan.
- After beginning the program, these courses may NOT be taken later than shown in degree plan.

See Appendix A for curriculum outline.

Note: The following courses must be taken prior to or during the semester in which you apply to the program:

- BIOL 2401: Human Anatomy & Physiology I
- PTHA 1201: The Profession of Physical Therapy

NOTE to those with previous degree or those with all non-PTHA courses completed: Even if all required general education and specialized courses have been completed prior to program admission, it will still take 5 semesters (2 years) to complete the PTHA courses.

NOTE to those receiving financial aid: Taking non-PTHA courses ahead of time may reduce financial aid received later when completing program. Talk to a financial aid coordinator to determine amount of reduction.
**PTHA Courses**

The PTHA courses are sequenced in a hierarchical arrangement in the curriculum. This allows material to be covered in a logical order, beginning with foundational information and building toward more complex concepts. Program graduates describe the courses as “rigorous”, “intensive” and “comprehensive”; thus, students must be prepared to spend time learning the material and preparing for exams *(which includes spending extensive time at school outside of scheduled class times)*.

The following rules apply to the PTHA courses:

- PTHA courses MUST be taken in the order shown in the degree plan
- The student MAY NOT be allowed to progress to the next semester in the program until s/he successfully completes all courses (PTHA, general education, and specialized) required for the previous semester.
- Only students who have been accepted to the program may take the PTHA courses. Audits of these courses are not permitted.
Section III: Admission Information

Admission Criteria
In addition to the general admission requirements of the Lone Star College System (LSCS), the following are requirements that must be met in order to apply for admission to the PTA program:

1. Complete college-level reading, writing, and math pre-requisites or LSCS Student Success Initiative (SSI) requirements. All associate degrees require completion of MATH 0308 or higher or placement at MATH 0310 on an approved exam. To determine your SSI status, see a college advisor.

2. Have a grade point average (GPA) of at least 2.0 in high school and/or college.

3. Complete at least 40 hours of observation in the field under the direction of a licensed physical therapist or licensed physical therapist assistant.

4. Complete BIOL 2401 and PTHA 1201 with a grade of “C” or better prior to application to the program. Additionally, BIOL 2401 must have been completed within the last 7 years.

Prior to the start of the program, students are required to provide proof of the following immunizations: Hepatitis B immunization series (the last shot may be completed during the first semester), Meningitis, Tuberculosis (TB), Varicella (Chicken Pox), Tetanus (Td, DTP), and Measles, Mumps and Rubella (MMR).

Final acceptance into the program is contingent upon other criteria as set by LSCS which may include background check and drug screening. Criteria and instructions will be provided to the successful candidate upon admission to the program.

Note: It is recommended that students complete as many of the general education core courses as possible prior to application to the PTA program.

Applications for admission will be received during the spring semester before the program starts. Because admission to the program is competitive, the students who are most likely to be accepted are those who score highest on the criteria established by the admissions committee. Those criteria may include but are not limited to the following:

1. Completion of the general education core courses in the degree plan

2. High GPA in these courses

3. High scores on a standardized admission exam, writing sample and interview.

Admission Process

1. All applicants are highly encouraged to attend at least one information session prior to applying to the PTA program. The information sessions are held monthly on the LSC-Montgomery campus and the PowerPoint file is on the departmental homepage at http://www.lonestar.edu/physical-therapist-assistant-dept-montgomery.htm. Dates and times for the face-to-face sessions are also located on the department’s web page.

2. An application packet for the physical therapist assistant program must be completed and submitted to be considered for acceptance into the program. A link to the on-line application for the class starting August will be available beginning in April of each year at
http://twebapp1.lonestar.edu/nash/Default.aspx. The following material must be turned in prior to the deadline to the PTA department office B120 to be considered for admission:

a. On-line application printed and signed by the student
b. On-line score sheet printed and signed by the student
c. Observation form to be completed after 40 hours of observation under a licensed PT or PTA. The form is available on page 19 of this booklet or on line at http://www.lonestar.edu/departments/physicaltherapyasst/Reference_Form_(PT).pdf (Signed and sealed by the licensed professional and either mailed or delivered by hand to the PTA department office B120)
d. PSB test results. The test ticket and directions on taking the test are available http://www.lonestar.edu/15631.htm. IMPORTANT: PSB Test must be taken at least one week prior to the application deadline.
e. Any additional documentation requested during the on-line application.

3. Applicants may be invited for an interview and asked to submit a writing sample for review by the admissions committee.

4. All successful applicants admitted to the PTA program will be required to attend an orientation session in the summer before starting the program.

5. All successful applicants admitted to the PTA program will be required to submit documentation of their immunizations and background check at the orientation and no later than the first official day of class in the fall semester.
Section IV. Application Scoring

The admissions committee considers all program applications in the following areas:

1. **PSB Test Scores:** An application test, Health Occupations Aptitude Test 3rd edition, administered through LSCS-Montgomery Testing Center. The test scores academic aptitude, spelling, reading comprehension, natural sciences and vocational adjustment index. The percentile scores in each area are assigned a point value. The total points available on this test are 15.

2. **Degree Plan Academic Course Completion – Science Courses:** The highest earned grade in BIOL 2401 (within the last 7 years) and BIOL 2402 are scored on a 4 point scale and the total score multiplied by 2. The total points available in this area are 16.

3. **Degree Plan Academic Course Completion – Other Courses:** The highest earned grade in all other non-PTHA courses and PTHA 1201 within the degree plan are scored on a 4 point scale. The total points available in this area are 20.

4. **Bonus Points:** Completion of
   - HUMD 0330 or EDUC 1300 or equivalent learning framework course
   - BIOL 1406 or equivalent biology course with lab (BIOL 1408 is not allowed)
   - College level Chemistry or Physics Course
   - Completion of a Bachelor’s Degree or higher
   A maximum of 4 bonus points is available in this area.

5. **Additional Related Work Experience:** Additional points may be earned by submitting proof of the following:
   - Licensed as a nursing assistant, massage therapist or respiratory therapist. 1 pt. (Must present a copy of the license).
   - PT Tech. 3 pts. (Must present an employer letter confirming PT technician employment)

6. **Observation Hours:** All applicants must complete 40 observation hours under a licensed PT or PTA. The supervising PT or PTA should score, sign and turn in the PTA observation form which is available on the website to download. The 40 hours may be completed in more than one location and more than one PT or PTA may score a separate observation form. Scores from all applicant observation forms will be averaged for the final observation score.

After the application is scored, verified by the student, and turned in by the student prior to the deadline along with a sealed envelope containing the observation form, all application scores will be ranked. The top 40-45 students will be sent a letter via US mail inviting them to schedule a mandatory interview with the admissions committee.

The interview consists of two components, a writing sample and an oral panel interview. The panel interview will have 3 applicants and members of the admissions committee meet for a brief 15 minute group interview. Applicant scores from the writing sample and interview will be added to the application score and, again, ranked.
The top 25-30 students will be offered admission into the program. The actual number of students offered admission into the program is dependent on the previous cohort. If students from the previous cohort need the additional year to complete the program, they will be given the first available admission slots.

The next top 5 students will receive a letter that their application is being held on a waiting list. The remainder of the students will receive a letter stating that their application has been denied admission into the program with contact numbers to investigate for further academic planning.
Section V: Additional Program Requirements

Screening Requirements

Criminal background checks are mandatory after acceptance into the program but before classes begin. Felony convictions will prevent the applicant from ultimate acceptance into the program; misdemeanor convictions may or may not. The student is responsible for all fees associated with background checks. All allied health departmental policies regarding screening apply. Students may be required to complete additional screenings, including drug screening, from individual clinical sites; cost is usually covered by the clinical site, but occasionally the student may incur the cost. Failure to meet the criteria in any screening will result in immediate termination from the program.

Note: Satisfying the criminal background check for the program does not guarantee that the graduate satisfies the criteria for taking the Texas PTA licensure exam. If you have a felony, misdemeanor conviction, jail-time associated with a crime, or deferred adjudication, you must contact the Texas Board of Physical Therapy Examiners before applying to the program (www.ecptote.state.tx.us) to ensure you are eligible to take the licensure exam after graduation. There is a form on their website to complete (~Request Criminal History Evaluation Letter).

Health Status, Immunizations and CPR Requirements

After accepted into the program, the student must submit documentation to verify health status and immunizations before classes begin in the fall semester. The information must be documented by a qualified healthcare provider. Students must meet the following immunity requirements:

Tuberculosis Screening

- Must be Mantoux PPD administered intradermally.
- Must be read within 72 hours at site where it was administered.
- For a positive PPD, size of induration must be documented in mm and must have doctor’s statement of treatment plan attached.
- Students with a history of a positive PPD must submit chest X-ray results less than one year old and show proof of treatment.
- All foreign-born students who have received the BCG vaccine ARE NOT EXEMPT from the TB screening test.
- Documentation of a PPD taken within the past year will be accepted; however, it must be repeated after the one (1) year deadline. Example: PPD done in 1/03, another is due in 1/04.
- QuantiFERON®-TB Gold Test blood test, with a negative result, is also acceptable.

Measles, Mumps and Rubella

- Documentation options:
  - Titer blood level showing immunity
  - Proof of vaccination (MMR)
- Students born in or after 1957 must show proof of two (2) vaccinations or titer level. These are scheduled one month apart.
- Students born before 1957 must show proof of only one (1) of disease or titer level.
- Immunizations/titers proof must include measles, mumps and rubella.
Tetanus (Td, Tdap, DTaP, or D/T Booster)
- Must be less than 10 years old

Hepatitis B
- Titer blood level showing immunity
- Proof of the completion of the series of three (3) injections
  - Normal Series of injections at 0 months, 1 month, and 6 months, or
  - Accelerated schedule (3 injections, each 1 month apart with a booster at 1 year.)

Proof of the first two in the series of three is required by the start of the first professional semester. The remaining immunization in the series must be obtained as prescribed.

Chicken Pox
- Documentation options:
  - Titer blood level showing immunity
  - Proof of 2 vaccinations (Varivax)

Meningitis, as applicable to the PTA program (required if all of the following conditions are met).
- Under 30 years of age
- If a new student to LSCS or institution of higher education after January 1, 2012, and/or who have had a break in enrollment after Jan 1, 2012.
- Please refer to the following website for full information, and details for uploading proof of vaccination to Magnus Health SMR, 10 days before the start of classes:
  http://www.lonestar.edu/meningitis.htm

Health files are reviewed each semester for completeness. All required immunizations follow the Texas Department of Health and the Center for Disease Control guidelines. All required immunizations must be obtained prior to placement in the clinic.

All immunizations, except for the last HepB, must be obtained prior to the orientation deadline.

CPR training
Proof of is required prior to first clinical rotation.

Health and Liability Insurance Requirements
Students will be asked to provide proof of personal health insurance just prior to the start of clinical courses. Students must provide documentation indicating they are covered with at least “catastrophic or emergency care” and/or a county health care card.

Students are not required to purchase their own patient liability insurance for clinical courses. The program obtains the insurance certificate and provides this information to each clinical site. The fee associated with this insurance is paid for by students during the fall semester of each year. Basically, students are covered at one million dollar per incident/three million total. Note: This insurance does not pay for injuries to the student at clinical – only for the patient. The student is completely responsible for costs incurred if injured while in clinical. This insurance may not cover all legal costs if a patient is injured by the student.

Dress Code for Clinical and Off-Campus Tours Requirements
It is mandatory for students to wear the program-approved uniform to all clinicals, professional seminars, and off-campus events. The uniform consists of plain, khaki-colored, twill pants/slack
and a navy blue polo-style short-sleeved shirt. Women are allowed to wear a maximum of two stud earrings in each ear (no bars) and men may not wear earrings at all. No other visible piercings (including tongue) are allowed. Clinical sites may require students to wear long sleeves to cover tattoos. **Note: Do not purchase uniform before receiving explicit instructions from faculty.**
# Appendix A: PTA Degree Plan

## Associate of Applied Science degree

### FIRST YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td>Composition &amp; Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PTHA 1201</td>
<td>The Profession of Physical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>PTHA 1225</td>
<td>Communication in Health Care</td>
<td>2</td>
</tr>
<tr>
<td>PTHA 1305</td>
<td>Basic Patient Care Skills</td>
<td>3</td>
</tr>
<tr>
<td>PTHA 1413</td>
<td>Functional Anatomy</td>
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</tr>
<tr>
<td>BIOL 2402</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PTHA 1431</td>
<td>Physical Agents</td>
<td>4</td>
</tr>
<tr>
<td>PTHA 2201</td>
<td>Essentials of Data Collection</td>
<td>2</td>
</tr>
<tr>
<td>PTHA 2435</td>
<td>Rehabilitation Techniques</td>
<td>4</td>
</tr>
<tr>
<td>PTHA 1260</td>
<td>Clinical (1 week)</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 2301</td>
<td>General Psychology</td>
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</tr>
<tr>
<td>PTHA 1321</td>
<td>Pathophysiology</td>
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</tr>
<tr>
<td>PTHA 2409</td>
<td>Therapeutic Exercise</td>
<td>4</td>
</tr>
</tbody>
</table>

### SECOND YEAR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 2306</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PTHA 2250</td>
<td>Current Concepts in Physical Therapy 2</td>
<td>4</td>
</tr>
<tr>
<td>PTHA 2461</td>
<td>Clinical (5 weeks)</td>
<td>4</td>
</tr>
<tr>
<td>PTHA 2462</td>
<td>Clinical (5 weeks)</td>
<td>4</td>
</tr>
<tr>
<td>PSYC 2314</td>
<td>Life-span Growth &amp; Development</td>
<td>3</td>
</tr>
<tr>
<td>PTHA 2563</td>
<td>Clinical (6 weeks)</td>
<td>5</td>
</tr>
<tr>
<td>PTHA 2217</td>
<td>Issues in Health Care</td>
<td>2</td>
</tr>
</tbody>
</table>

*Note: Students must meet TSI requirements. See Lonestar.edu/tsi for details*

**Total Units 67**
## Appendix B: Program Cost Analysis

### 2013-2014 Physical Therapist Assistant Program ~ Approximate Cost ~

The sequence of courses may vary; however, all courses listed below must be completed to fulfill degree requirements.

<table>
<thead>
<tr>
<th>YEAR Semester</th>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
<th>Cost In-District</th>
<th>Cost out-of-District</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
<td><strong>First Semester</strong></td>
<td>BIOL 2401</td>
<td>Human Anatomy &amp; Physiology I (Biology fee $16)</td>
<td>4</td>
<td>272.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 1201</td>
<td>The Profession of Physical Therapy (online fee of $15)</td>
<td>2</td>
<td>169.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 1301</td>
<td>Composition &amp; Rhetoric I (English fee $5)</td>
<td>3</td>
<td>215.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 1225</td>
<td>Communication in Health Care</td>
<td>2</td>
<td>154.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 1305</td>
<td>Basic Patient Care Skills ($17.00 liability ins.)</td>
<td>3</td>
<td>232.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 1413</td>
<td>Functional Anatomy</td>
<td>4</td>
<td>276.00</td>
</tr>
<tr>
<td><strong>First Year</strong></td>
<td><strong>Second Semester</strong></td>
<td>BIOL 2402</td>
<td>Human Anatomy &amp; Physiology II(Biology fee $16)</td>
<td>4</td>
<td>272.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 1431</td>
<td>Physical Agents</td>
<td>4</td>
<td>276.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 2201</td>
<td>Essentials of Data collection</td>
<td>2</td>
<td>154.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 2435</td>
<td>Rehabilitation Techniques</td>
<td>4</td>
<td>276.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 1260</td>
<td>Clinical (1 week)</td>
<td>2</td>
<td>154.00</td>
</tr>
<tr>
<td><strong>First Year</strong></td>
<td><strong>Third Semester</strong></td>
<td>PSYC 2301</td>
<td>General Psychology</td>
<td>3</td>
<td>200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 1321</td>
<td>Pathophysiology</td>
<td>3</td>
<td>215.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 2409</td>
<td>Therapeutic Exercise</td>
<td>4</td>
<td>276.00</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td><strong>First Semester</strong></td>
<td>PHIL 2306</td>
<td>Introduction to Ethics (Philosophy fee $5)</td>
<td>3</td>
<td>215.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 2250</td>
<td>Current Concepts in Physical Therapy ($17.00 liability ins.)</td>
<td>2</td>
<td>181.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 2461</td>
<td>Clinical (5 weeks)</td>
<td>4</td>
<td>276.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 2462</td>
<td>Clinical (5 weeks)</td>
<td>4</td>
<td>276.00</td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
<td><strong>Second Semester</strong></td>
<td>PSYC 2314</td>
<td>Lifespan Growth &amp; Development</td>
<td>3</td>
<td>200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 2563</td>
<td>Clinical (6 weeks)</td>
<td>5</td>
<td>337.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PTHA 2217</td>
<td>Issues in Health Care</td>
<td>2</td>
<td>154.00</td>
</tr>
</tbody>
</table>

**Total Credit Cost - Fees:** Tuition at the rate of $40 per credit hour, a $7 per credit hour technology fee, a $2 per credit hour student activity fee, a $7 per credit hour general use fee, and a non-refundable registration fee of $12 and an infrastructure fee of $20. In addition a $5 Health Occupations Differential Fee is charged for all PTHA courses.

<p>| | | | |
| | | | |
| | | | Total Credit Cost |
| | | | 67 |
| | | | $4,780.00 |
| | | | $9,460.00 |</p>
<table>
<thead>
<tr>
<th>Additional Program Cost</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks <em>(includes textbooks for PTHA courses only)</em></td>
<td>2035.00</td>
</tr>
<tr>
<td>Uniform - 2 Shirts</td>
<td>50.00</td>
</tr>
<tr>
<td>Vaccines - Includes all vaccines</td>
<td>300.00</td>
</tr>
<tr>
<td>APTA Membership - 2 years @ student membership rate of $90/year</td>
<td>180.00</td>
</tr>
<tr>
<td>Review Exam - Score builders course and book</td>
<td>263.00</td>
</tr>
<tr>
<td>ECPTOTE Fee (Licensure)</td>
<td>125.00</td>
</tr>
<tr>
<td>FSBPT Fee (National Board)</td>
<td>370.00</td>
</tr>
<tr>
<td>Prometrics Fee (Testing Service)</td>
<td>120.00</td>
</tr>
<tr>
<td>Graduation Supplies</td>
<td>71.00</td>
</tr>
<tr>
<td><strong>Total Additional Program Cost</strong></td>
<td><strong>$ 3,514.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Program Cost <em>(includes textbooks for PTHA courses only)</em></th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Tuition Cost <em>(all courses to fulfill degree requirements)</em></strong></td>
<td><strong>$ 4,746.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2011-2012 Program Cost</th>
<th>Approximate Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Tuition Cost</strong></td>
<td><strong>$ 8,260.00</strong></td>
</tr>
</tbody>
</table>
Appendix C: LSCS-Montgomery PTA Program Outcomes

Pass Rates on PTA Licensure Exam (NBPTE)

<table>
<thead>
<tr>
<th>Graduation Year</th>
<th>May 2010</th>
<th>May 2011</th>
<th>May 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSCS-M 1st Time Pass Rate</td>
<td>85.00%</td>
<td>85.00%</td>
<td>95.24%</td>
</tr>
<tr>
<td>LSCS-M 1 year Pass Rate</td>
<td>95.00%</td>
<td>100%</td>
<td>95.24%</td>
</tr>
<tr>
<td>US 1st Time Pass Rate</td>
<td>82.18%</td>
<td>83.74%</td>
<td>86.38%</td>
</tr>
<tr>
<td>TX 1st Time Pass Rate</td>
<td>89.59%</td>
<td>91.86%</td>
<td>91.30%</td>
</tr>
</tbody>
</table>

##Data Unavailable at this time
Data provided by Federation of State Boards of Physical Therapy

Program Acceptance and Graduation Rates

<table>
<thead>
<tr>
<th>Application Year/Graduation Year</th>
<th>2010/2012</th>
<th>2011/2013</th>
<th>2012/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td># of application</td>
<td>111</td>
<td>69</td>
<td>88</td>
</tr>
<tr>
<td># students accepted and enrolled (cohort)</td>
<td>25</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td># students graduating at anticipated graduation date</td>
<td>20</td>
<td>##</td>
<td>##</td>
</tr>
<tr>
<td># students graduating w/in 3 years of acceptance</td>
<td>21</td>
<td>##</td>
<td>##</td>
</tr>
<tr>
<td>Graduation Rate</td>
<td>84%</td>
<td>##</td>
<td>##</td>
</tr>
</tbody>
</table>

##Data Unavailable at this time

Student Learning Outcomes

<table>
<thead>
<tr>
<th>Graduation Year</th>
<th>May 2010</th>
<th>May 2011</th>
<th>May 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined Course Outcomes</td>
<td>##</td>
<td>##</td>
<td>##</td>
</tr>
<tr>
<td>LSCS – M Mean Scale Score on FSBPT*</td>
<td>645.85</td>
<td>643.30</td>
<td>664.57</td>
</tr>
<tr>
<td>TX Mean Scale Score on FSBPT*</td>
<td>657.42</td>
<td>661.50</td>
<td>661.93</td>
</tr>
<tr>
<td>US Mean Scale Score on FSBPT*</td>
<td>642.56</td>
<td>644.52</td>
<td>653.90</td>
</tr>
</tbody>
</table>

##Data Unavailable-Data was not collected in cohort matrix form until application year 2012.
*Taken from 1st Time Test Taker Exams

Graduate Employment or Degree Progression Rate

<table>
<thead>
<tr>
<th>Graduation Year</th>
<th>May 2010</th>
<th>May 2011</th>
<th>May 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>% within six months of obtaining license*</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

*of those who sought employment.
Appendix D: PTA Applicant Score Sheet

PTA Applicant Score Sheet

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Points</th>
<th>Criteria</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSB Test Scores</td>
<td></td>
<td>Academic Aptitude</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Percentile Scores</td>
<td>15</td>
<td>Spelling</td>
<td></td>
</tr>
<tr>
<td>0-24      = 0 pts</td>
<td></td>
<td>Reading Comprehension</td>
<td></td>
</tr>
<tr>
<td>25-49     = 1 pt</td>
<td></td>
<td>Natural Sciences</td>
<td></td>
</tr>
<tr>
<td>50-74     = 2 pts</td>
<td></td>
<td>Vocational Adjustment Index</td>
<td></td>
</tr>
<tr>
<td>Degree Plan Academic Course Completion - Science Courses</td>
<td>16</td>
<td>Grade: A = 4 pts.</td>
<td>BIOL 2401</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B = 3 pts.</td>
<td>BIOL 2402</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 2 pts.</td>
<td>(2-4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subtotal = x 2 x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td></td>
</tr>
<tr>
<td>Degree Plan Academic Course Completion - Other Courses</td>
<td>20</td>
<td>Grade: A = 4 pts.</td>
<td>ENGL 1301</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B = 3 pts.</td>
<td>PSYC 2301</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C = 2 pts.</td>
<td>PHIL 2306</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D = 1 pt. (if allowable)</td>
<td>PSYC 2314</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PTHA 1201</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(2-4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL</td>
<td></td>
</tr>
<tr>
<td>Bonus Points for Completion of Related Coursework</td>
<td>4</td>
<td>1 point will be awarded for completion of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>any of the following. Courses must have</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>been completed with a grade of C or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>better. A maximum of 4 bonus points</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>may be awarded.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EDUC 1300 Learning Framework</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOL 1406 or equivalent (BIOL 1408 is</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>not allowed)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>College level Chemistry or Physics course</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Completion of a Bachelor’s Degree or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>higher.</td>
<td></td>
</tr>
<tr>
<td>Additional Related Work Experience</td>
<td>4</td>
<td>Certified in other health care field (i.e.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CNA, massage therapist, respiratory</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>therapist) = 1 pts.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PT Tech = 3 pt.</td>
<td></td>
</tr>
<tr>
<td>TOTAL POSSIBLE PTS</td>
<td>59</td>
<td>TOTAL APPLICANT SCORE (prior to interview and P1/PTA reference)</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>
Appendix E: Documentation for Volunteer/Work Experience

Dear Physical Therapist,

_____________________________ has worked/volunteered at your facility. We require prospective student PTA’s to complete at least 40 hours of exposure to the field under the direction of a licensed physical therapist or physical therapist assistant so that they may gain insight into the profession.

We anticipate that through this experience they may:

- become aware of a physical therapist’s day-to-day work and responsibilities in that environment,
- have an opportunity to interact with a practicing PT/PTA to learn more about the profession, such as:
  - the breadth of practice available in the field,
  - the different environments (hospital, clinic, home health, etc.) which provide physical therapy services,
  - the age range of patients encountered,
  - the types of conditions treated with physical therapy,
  - the emotional and professional demands of the profession,
- have an opportunity to demonstrate their interest in the profession by seeking out relevant information,
- have an opportunity to interact at an appropriate level with professionals and patients.

We would like you to provide brief insight into the above applicant’s performance under your supervision. Along with other information, this will be used to help select the best qualified persons for admission to the PTA program at Lone Star College-Montgomery.

Please answer the question on this form at an appropriate level on the scale. Please be aware that “5/6” on the scale indicates average performance. Provided the applicant has waived the right to see this evaluation, all responses will be kept confidential.

When completed, please mail this form directly to us at the address below. Please sign across the seal of the envelope to ensure authenticity if the applicant intends on hand delivery to the college. This form must be received in the Natural Sciences & Health Professions Division Office no later than May 22, 2012. If this form is not received by this deadline, the applicant’s file will not be considered for admission to the PTA program.

LONE STAR COLLEGE-MONTGOMERY
Division of Natural Sciences & Health Professions
Attn: Physical Therapist Assistant Program
3200 College Park Drive
Building B, Suite B120
Conroe, TX 77304-4077
936.273.7030

Thank you for taking the time to complete this form and for your support of our PTA program. Please call me at 936.273.7470 or e-mail at renee.m.pruitt@lonestar.edu if you have any questions or concerns.

Sincerely,

Dr. Renee Pruitt PT, MHA, DPT
Director, Physical Therapist Assistant Program
Appendix F: Immunization Requirements

Tuberculosis Screening
- Must be Mantoux PPD administered intradermally.
- Must be read within 72 hours at site where it was administered.
- For a positive PPD - size of induration must be documented in mm. and must have doctor's statement of treatment plan attached.
- Students with a history of positive PPD must submit chest x-ray results less than one (1) year old and show proof of treatment.
- All foreign-born students who have received the BCG vaccine are not exempt from the PPD screening.
- Documentation of a PPD taken within the past year will be accepted; however, it must be repeated after the one (1) year deadline – example: PPD given January 2008 – next test due on January 2009

Measles, Mumps and Rubella
- Can be confirmed in one of three ways:
  1. Doctor verified proof of the disease (including date and physician’s original signature).
  2. Titer blood level showing immunity.
  3. Proof of vaccination (MMR) as below.
- If born in or after 1957 must show proof of two (2) measles vaccinations, scheduled one month apart.
- If born before 1957 must present proof of one (1) vaccination.
- Immunizations/ titters/ MD verified proof must include measles, mumps and rubella.

Diphtheria/Tetanus (Td, D/T Booster, Tdap, DTaP)
- Must be less than 10 years old.

Hepatitis B
- Titer blood level showing immunity.
- Proof of completion of the series of three (3) injections.
  - Normal series of injections at 0 months, 1 month, and 6 months; or
  - Accelerated schedule (3 injections, each 1 month apart with a booster at 1 year).

Chicken Pox
- Titer blood level showing immunity.
- Proof of 2 vaccinations (Varivax).

Meningitis, as applicable to the PTA program (required if all of the following conditions are applicable)
- Under 30 years of age.
- If a new student to LSCS or institution of higher education after January 1, 2012, and/or who have had a break in enrollment after Jan 1, 2012.
- Please refer to the following website for full information, and details for uploading proof of Vaccination to Magnus Health SMR, 10 days before the start of classes:
  http://www.lonestar.edu/meningitis.htm

Health files are reviewed each semester for completeness. All required immunizations follow the Texas Department of Health and the Center for Disease Control guidelines.
All immunizations, except for the last HepB, must be obtained prior to the orientation deadline.
Appendix G: Instructions for Background Check

STUDENT INSTRUCTIONS FOR LONE STAR COLLEGE
MONTGOMERY – PHYSICAL THERAPIST ASSISTANT

About Certified Profile

CertifiedProfile is a secure platform that allows you to order your background check, drug test, employment verifications and medical document manager online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

Order Summary

- Required Personal Information
  - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- Drug Test (LabCorp)
  - Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.
- Immunizations
  - Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.
- Payment Information
  - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Place your order

Go to: www.CertifiedBackground.com and enter package code:
LD36bg – Background Check ONLY
LD36dt – Drug Test ONLY
LD36e – Employment Verification ONLY
LD36im – Medical Document Manager ONLY
You will then be directed to set up your CertifiedProfile account.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.
Immunization Requirements

**Measles, Mumps & Rubella (MMR)**
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer for all 3 components (lab report required)

**Varicella (Chicken Pox)**
- There must be documentation of one of the following:
  - 2 vaccinations
  - Positive antibody titer (lab report required)

**Hepatitis B**
- There must be documentation of one of the following:
  - 3 vaccinations
  - Positive antibody titer (lab report required)

**TB Skin Test**
- There must be documentation of one of the following:
  - 1 step TB Skin test
  - QuantiFERON Gold Blood Test
  - If positive results, provide a clear Chest X-Ray

**Tetanus**
- Please submit documentation of a Tetanus booster within the past 10 years. Tetanus and Diphtheria (TD) OR Tetanus, Diphtheria and Pertussis (TdaP) are both acceptable.

**CPR Certification**
- Please submit your American Heart Association Healthcare Provider card. Must submit front and back & the card must be signed.

**Influenza**
- Submit documentation of a flu shot administered during the current flu season.

**Health Insurance**
- Please submit a copy of your current health insurance card or proof of coverage.

I NEED HELP!!!

If you need assistance please contact CertifiedProfile at 888-666-7788 or studentservices@certifiedprofile.com and a Student Support Representative will be available **Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm-8pm EST.**
## Appendix C: Mission and Value Congruence Tables

<table>
<thead>
<tr>
<th>Lone Star College System Mission Statement</th>
<th>Lone Star College-Montgomery PTA Program Mission Statement</th>
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<tbody>
<tr>
<td><strong>Mission Statement</strong></td>
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<tr>
<td>Lone Star College System provides comprehensive educational opportunities and programs to enrich lives.</td>
<td>The mission of the Physical Therapist Assistant program of Lone Star College-Montgomery is to facilitate the development of critical-thinking skills, clinical competencies and ethical decision making behaviors consistent with the Physical Therapy profession and essential for the successful pursuit of a career in physical therapy as a physical therapist assistant.</td>
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</tbody>
</table>

## Congruence of Lone Star College System (LSCS) Values and LSC-Montgomery PTA Department Values and Goals

<table>
<thead>
<tr>
<th>Lone Star College System Value Statements</th>
<th>Lone Star College-Montgomery PTA Program Values</th>
<th>Lone Star College-Montgomery PTA Program Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Value #1: Affordable Access</strong></td>
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<tr>
<td>We believe that the Lone Star College System provides an affordable and accessible educational experience which meets the needs of its diverse communities.</td>
<td>The program will provide support for its students by promoting and facilitating the appropriate acquisition and use of available financial aid and helping to identify and/or solicit resources.</td>
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</table>

**Value #2: Building Communities and Partnerships**

We believe that the Lone Star College System is the catalyst for promoting a seamless educational journey and for nurturing the intellectual and cultural life of the community.

- The program will support the local Physical Therapy professional community by:
  - Providing a consistent source of well-educated PTAs from a variety of ethnic, socioeconomic and family backgrounds.
  - Working with the library to establish a good resource of professional reference materials.
  - Promoting and/or providing professional development in clinical education and other areas of local interest/need.
  - Promoting and directing students to qualified facilities in the district for clinical education.

- PTA Program will fulfill the needs of the community with responsible PTA professionals working under the supervision of a PT.
- PTA program will utilize quality teaching methods addressing all student learning styles.
- PTA program will educate and graduate competent entry level physical therapist assistant students.
<table>
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<th>Value #3: Commitment to International Education</th>
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<tbody>
<tr>
<td>We believe that the Lone Star College System demonstrates its commitment to international education by embracing multiple perspectives, promoting understanding and educating students to become contributing members in a culturally and ethnically diverse world.</td>
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<tr>
<th>Value #4: Communication</th>
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<tr>
<td>The program will establish a means for the students, clinical educators and other physical therapy professionals and employers to provide feedback to the program faculty and administrators. This feedback shall address the quality and completeness of the professional education program. The PTA program shall respond to this feedback with positive change.</td>
</tr>
<tr>
<td>PTA Program will fulfill the needs of the community with responsible PTA professionals working under the supervision of a PT. PTA program will utilize quality teaching methods addressing all student learning styles. PTA program will recruit/retain/develop quality faculty who meet a comprehensive framework in PTA education.</td>
</tr>
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<th>Value #5: Diversity</th>
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<tr>
<td>The program will provide a consistent source of well-educated PTAs from a variety of ethnic, socioeconomic and family backgrounds.</td>
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<td>PTA program will utilize quality teaching methods addressing all student learning styles. PTA program will recruit/retain/develop quality faculty who meet a comprehensive framework in PTA education.</td>
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<tr>
<th>Value #6: Economic and Workforce Development</th>
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<tr>
<td>The program will meet all necessary accreditation standards. The curriculum will prepare students for the practice of physical therapy which is a form of health care that identifies, prevents, corrects, and alleviates acute or prolonged movement dysfunction or pain of anatomic or physiologic origin. The students will be prepared for the role of the Physical Therapist Assistant who works under the direction and supervision of a licensed physical therapist and assists the physical therapist in providing the highest quality of physical therapy care.</td>
</tr>
<tr>
<td>PTA Program will fulfill the needs of the community with responsible PTA professionals working under the supervision of a PT. PTA program will utilize quality teaching methods addressing all student learning styles. PTA program will educate and graduate competent entry level physical therapist assistant students.</td>
</tr>
<tr>
<td><strong>Value #7: Ethics/Integrity</strong></td>
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<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td>We believe that it is essential that all Lone Star College System employees adhere to the highest standards of ethics and integrity.</td>
</tr>
<tr>
<td>The program will recruit and retain sufficient qualified full and part time faculty who are excellent teachers and exemplary role models.</td>
</tr>
<tr>
<td>PTA program will utilize quality teaching methods addressing all student learning styles.</td>
</tr>
</tbody>
</table>
This comparison of program and institutional mission, values and goals reflect commitment that LSC-Montgomery PTA faculty members maintain to the mission and values of LSCS. The values and goals were developed and approved by the entire PTA faculty. The program mission, values and goals are accessible to the public through several sources: the PTA website and the PTA Program Handbook. The mission, philosophy and goals are also consistent with contemporary beliefs of the profession.

<table>
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<tr>
<th>Value #12: Stewardship</th>
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<tbody>
<tr>
<td>We believe that the Lone Star College System is committed to rigorous stewardship of the resources entrusted to its care to ensure maximum benefit for the community.</td>
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<tr>
<th>Value #13: Technology</th>
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<tbody>
<tr>
<td>We believe technology is a critical resource in supporting and achieving instructional, operational and strategic goals of the Lone Star College System.</td>
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</tbody>
</table>

excellence in teaching, allowing citizens to develop to the full extent of their ability, to succeed in a competitive work environment and to be effective lifelong learners.

local interest/need.
Appendix D: PTA Faculty Guidelines

Faculty Workload

Workload assignments for teaching faculty are calculated for the academic year. Each full-time faculty member of the PTA program is on a 12 month contract. The program director and the ACCE are on a negotiated workload based on release time for administrative duties and all other full time instructors are on a traditional workload. The faculty workload elements are defined in the faculty handbook Section 5: Compensation, Workload and Contracts.

All faculty assignments are the responsibility of the Program Director and will comply with the LSCS workload policies. Any changes must be first approved by the Director.

Administrative Roles and Responsibilities

Program Director Responsibilities: The PTA program director is a licensed professional in the field of physical therapy who also holds at least a masters level degree in physical therapy or a related field. In addition to assigned teaching responsibilities, the director is involved in the following activities:

- Recruiting qualified students
- Overseeing applications and admission process
- Coordinating compliance with required reports to accrediting agencies
- Coordinating textbook selections, syllabi revisions, and curriculum revisions
- Facilitating the development of a departmental budget
- Facilitating the exploration and initiation of instructional uses of technology
- Coordinating the maintenance of program property, especially lab equipment
- Coordinating advisory committee activities
- Participating and implementing related committee work
- Participating in the state and national physical therapy community
- Supervising lab coordinator and adjunct faculty
- Aiding student counseling

Academic Coordinator of Clinical Education (ACCE) Responsibilities: The PTA program’s ACCE is a licensed professional in the field of physical therapy who also holds at least a bachelor level degree (master’s degree preferred) in Physical Therapy or a related field and has served at least 2 years as a center coordinator of clinical education (CCCE) and/or clinical instructor (CI), or experience in teaching, curriculum development and administration in a physical therapist assistant or physical therapist program. In addition to assigned teaching responsibilities the ACCE is involved in the following activities:

- Preparing, developing, and coordinating contracts for clinical site establishment and ongoing maintenance in a wide variety of practice settings that will help prepare competent practitioners. This will involve onsite visits to the clinical sites.
• Designing and implementing a system of clinical site assignments for students and clinical educators.

• Assisting in the development of outcome measures to ensure students have proper knowledge and skills, especially critical safety elements, needed for success in clinical experience.

• Developing clinical course objectives, course materials, and educational experiences for students that correlate with the skills learned, practiced, and assessed to be competent within the didactic curriculum.

• Developing assessment tools to measure students' learning outcomes from clinical experiences to meet the objectives of the program and the institution.

• Fostering relationships with clinical education faculty and maintaining constant communication on proper expectations of students’ skills based on curriculum completed, documenting student performance during clinical experience, and relaying opportunities for their own professional development.

• Developing and implementing a plan that effectively evaluates clinical educators and facility sites to meet the objectives of the program and the institution.

• Functioning in the role of PTA instructor who facilitates critical thinking and integration of the various courses in the curriculum while supporting all facets of the educational environment.

• Actively participating in PTA program development and committees and encouraging a culture of respect, ethics, mutual responsibility, and life-long learning for the students, faculty, and clinical educators.

• Participating in his/her own professional and personal development such as the American Physical Therapy Association’s annual seminars and conferences and scholarly activity.

Program Committee Assignments

PTA faculty will be members of the following program committees and meet at least biannually in order to address the particular charge of the committee. Minutes will be kept for each meeting and recommendations made by the committee will be presented within the program’s monthly meetings for action. Minutes will be distributed electronically to all faculty members and the Dean of the NASH division.