



PHYSICAL THERAPIST ASSISTANT
PROGRAM (Associate of Science)
STUDENT HANDBOOK
2025-2026

SABER College
Physical Therapist Assistant Program
3990 W. Flagler St.
Miami, FL 33134



PTA Student Handbook

SPANISH-AMERICAN BASIC EDUCATION AND REHABILITATION, INC. (SABER) dba

SABER College

3990 W. Flagler Street
Miami, Florida 33134
Telephone: (305) 443-9170

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Since 1/10/92 School licensed by:

Commission for Independent Education Florida Department of Education

Additional information regarding this institution may be obtained by contacting the Commission at
325 W. Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
Telephone: (850) 245-3200 or Toll Free 1 (888) 224-6684
License #1400

Accredited by:

Council on Occupational Education

7840 Roswell Road, Building 300
Suite 325
Atlanta, Ga. 30350
Toll free: (800) 917-2081
www.council.org

Commission of Accreditation in Physical Therapy (CAPTE)

3030 Potomac Ave., Suite 100
Alexandria, VA 22305-3085
Toll free: (703) 706-3245
accreditation@apta.org

The PTA Program at SABER College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. Complaints about the program may be directed to CAPTE using the above contact information. It is recommended that the college's Grievance Policy and due process procedures have been followed for complaint resolution prior to contacting CAPTE.



Dear Student:

This Handbook is intended to provide you with general guidelines, regulations and resources of SABER College. It will provide you with orientation to the school as well as to the health care industry, an exciting new world to some of you. Whether you are a young individual continuing your schooling or a mature adult furthering your education, you will find at SABER College a team of caring professionals to help you realize your dreams. We hope that it will help you become acquainted with the policies and procedures of the school as they relate to your health care career. We at SABER College applaud you for deciding to further your education and training. We know it is difficult to accomplish much without a degree or certificate in this day and age and hope you find this career rewarding, pleasurable and profitable. The program of study you have chosen will require hard work and perseverance, at the end of which you will be an important professional in the healthcare delivery field. We are here to help you, our student, realize your goals and dreams. If you have any questions, we are here to help. Contact one of the faculty members or your Department. We are at your disposal. We pride ourselves in offering individualized attention to each and every one of our students. We look forward to meeting you and congratulate you on your chosen career. Good luck!

Sincerely,

SABER College Staff, Faculty and Administration

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PTA Program Director
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Table of Contents

| | |
|--|-----------|
| INTRODUCTION | 1 |
| OBJECTIVE OF THE HANDBOOK..... | 1 |
| COLLEGE INFORMATION | 2 |
| COLLEGE ACCREDITATION | 2 |
| SABER OWNERSHIP | 2 |
| SABER HISTORY | 2 |
| SABER MISSION | 2 |
| SABER PHILOSOPHY | 3 |
| NON DISCRIMINATION STATEMENT | 3 |
| HOURS OF OPERATION..... | 4 |
| ACADEMIC CALENDAR/HOLIDAYS | 5 |
| LIBRARY AND LIRN..... | 6 |
| COUNSELING AND TESTING | 6 |
| CAMPUS SAFETY AND EMERGENCIES..... | 7 |
| CONTROLLED SUBSTANCES | 7 |
| PARKING | 8 |
| STUDENT IDENTIFICATION CARD | 8 |
| PROGRAM INFORMATION | 9 |
| PROGRAM ACCREDITATION | 9 |
| PROGRAM MISSION STATEMENT | 9 |
| PTA PROGRAM PHILOSOPHY | 9 |
| PROGRAM DESCRIPTION..... | 11 |
| PROGRAM GOALS | 11 |
| PROGRAM STUDENT LEARNING OUTCOMES | 12 |
| CURRICULUM PLAN | 13 |
| PROGRAM COSTS..... | 15 |
| <i>Textbooks/Supplies</i> | <i>15</i> |
| <i>Student Fees.....</i> | <i>15</i> |
| <i>Tuition and Refund Policy.....</i> | <i>16</i> |
| <i>Refunds for classes Canceled by SABER.....</i> | <i>17</i> |
| <i>Refunds for Students Who Withdraw On or Before the First Day of Class</i> | <i>17</i> |
| <i>Refunds for Students Enrolled Prior to Visiting SABER College</i> | <i>17</i> |
| <i>Refunds for Withdrawal after Class Commences</i> | <i>17</i> |
| PROGRAM ADMISSIONS | 18 |
| TRANSFER CREDITS..... | 19 |
| HEALTH AND LEGAL REQUIREMENTS..... | 20 |
| STUDENT ORIENTATION | 23 |
| THE PHYSICAL THERAPIST ASSISTANT | 24 |
| HELPFUL TIPS FOR SUCCESS IN THE PTA PROGRAM | 25 |
| CLINICAL EXPERIENCE | 26 |
| AMERICAN PHYSICAL THERAPY ASSOCIATION | 26 |
| ACADEMIC POLICIES | 27 |
| GRADES | 27 |



| | |
|---|-----------|
| EXAMS..... | 28 |
| SKILL COMPETENCY | 28 |
| <i>Skill Competency Check Offs</i> | 28 |
| <i>Lab Practical</i> | 29 |
| ASSIGNMENTS..... | 30 |
| PROGRESSION IN THE PROGRAM | 30 |
| <i>Academic Progression</i> | 31 |
| <i>Clinical Education Progression</i> | 31 |
| <i>Professional Behaviors Progression</i> | 32 |
| PROBATION | 32 |
| WITHDRAWAL..... | 32 |
| DISMISSAL..... | 34 |
| RE-ADMISSION..... | 34 |
| PROFESSIONAL BEHAVIORS | 35 |
| ACADEMIC INTEGRITY AND CHEATING | 36 |
| <i>Honor Code:</i> | 37 |
| PLAGIARISM..... | 37 |
| CLINICAL EDUCATION REQUIREMENTS..... | 37 |
| STUDENT ADVISING AND REMEDIATION | 38 |
| TERMINATION DUE TO VIOLATIONS..... | 39 |
| TERMINATION BY “DUE PROCESS” | 40 |
| GRIEVANCE..... | 41 |
| GRADUATION REQUIREMENTS..... | 42 |
| LICENSURE EXAMINATION..... | 43 |
| ALUMNI RESPONSIBILITIES | 43 |
| PROGRAM POLICIES..... | 43 |
| RESPIRATORY VIRUSES AND COVID-19 PROTOCOL..... | 43 |
| SAFETY IN CLASSROOM AND LABORATORY | 44 |
| EXPOSURE TO BODY SUBSTANCES AND HAZARDOUS MATERIALS | 45 |
| ON-CAMPUS INCIDENTS AND ACCIDENTS..... | 46 |
| PTA LABORATORY GUIDELINES FOR CONDUCT | 46 |
| PTA LABORATORY RULES FOR SAFETY..... | 47 |
| LABORATORY SKILLS PRACTICE..... | 49 |
| INFORMED CONSENT FOR LABORATORY..... | 49 |
| CONFIDENTIALITY OF STUDENT RECORDS: FERPA | 49 |
| CONFIDENTIALITY OF PATIENT INFORMATION HIPAA | 50 |
| INFORMED CONSENT AND PATIENT RIGHT OF REFUSAL | 51 |
| RULES OF CONDUCT..... | 51 |
| <i>General Rules of Conduct</i> | 51 |
| <i>PTA Rules of Conduct</i> | 52 |
| ATTENDANCE | 53 |
| <i>Tardiness or leaving early</i> | 55 |
| STUDENT UNIFORMS AND DRESS CODE..... | 55 |
| USE OF TELEPHONES AND/OR ELECTRONIC DEVICES | 57 |
| SOCIAL MEDIA | 57 |
| FIELD TRIPS | 58 |
| APPENDIX A..... | 59 |



| | |
|--|-----------|
| <i>Student Informed Consent and Liability Waiver for Laboratory Activities</i> | 59 |
| <i>Mid-semester Advising</i> | 61 |
| CORRECTIVE ACTION PLAN | 62 |
| <i>Remediation Form</i> | 63 |
| <i>Missed PTA Lab Makeup Form</i> | 64 |
| <i>Request for Review of Examination Question</i> | 65 |
| HONOR CODE FORM | 66 |
| RELEASE OF INFORMATION AND INFORMED CONSENT FOR CLINICAL EDUCATION | 67 |
| CONFIDENTIALITY AGREEMENT | 68 |
| MEDIA RELEASE FORM | 69 |
| <i>Field Trip/Event Informed Consent Form</i> | 70 |
| STUDENT RECEIPT OF HANDBOOK | 72 |
| STUDENT EXIT SURVEY | 73 |
| PTA PROGRAM GRADUATE SURVEY | 76 |
| APPENDIX B | 79 |
| <i>STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT</i> | 79 |
| <i>Minimum Required Skills for the Physical Therapist Assistant</i> | 83 |
| <i>Curriculum Plan with Course Descriptions</i> | 83 |



Introduction

SABER College, Department of PTA, functions under Spanish American Basic Education and Rehabilitation, Inc. (SABER) dba SABER College as a private, not for profit corporation formed under the laws of the State of Florida, and which adheres to IRS regulations as a 501(c)(3) corporation. It was established to provide basic skills, language, vocational and career education in various high demand occupational areas. Founded in 1972 and under the same executive administration for the past 38 years, SABER College has attained a respectable track record in the training and employment of a large segment of our workforce.

Students having successfully completed the accredited PTA Program are eligible to take the National Physical Therapy Exam for the PTA (NPTAE) and the State of Florida Jurisprudence Exam. After successful completion of the examinations, they will be licensed as Physical Therapist Assistants in the state of Florida.

For PTA students only, this Handbook supersedes rules and regulations found in the SABER College Catalog. In cases where there is a discrepancy between SABER Catalog's rules and regulations and those listed in this Handbook, the Physical Therapist Assistant student must adhere to the regulations found in this Handbook.

Objective of the Handbook

This PTA Student Handbook provides policies and procedures, in writing, concerning admissions, attendance, vacations, holidays and any other matters related to student life. Each student must familiarize him/herself thoroughly with this handbook and use it as a resource tool in understanding and complying with SABER College and PTA Program policies and procedures.



COLLEGE INFORMATION

College Accreditation

SABER College has been licensed by the Commission for Independent Education (CIE) since 1991 is accredited by the Council on Occupational Education (COE).

SABER Ownership

Spanish American Basic Education and Rehabilitation, Inc. (SABER) dba SABER College, 3990 W. Flagler Street, Miami, Florida 33134 is a private non-profit corporation formed under the laws of the State of Florida, and which adheres to IRS regulations as a 501 (c)(3) corporation.

SABER History

Spanish American Basic Education & Rehabilitation, Inc. (SABER) was established in 1972 in Florida to provide knowledge, skills, abilities and trained students, due to a dire demand in the community for individuals in various occupational fields. The school was established to offer training through non-degree, vocational and degree programs to meet the demands of the industry and the workforce community in general.

SABER Mission

SABER College identifies as its primary responsibility the preparation of individuals to become productive members of this society by helping them in their growth to attain educational goals and their development of ethical responsibilities.



SABER Philosophy

The philosophy of the school is to act as a vehicle to provide basic skills, language, vocational and career education in various high demand occupational areas.

It is the purpose of SABER College to contribute to the economic growth and development of the local community through training programs and activities that help improve job skills, secure/retain/create better vocational and career opportunities for its residents, as well as generate new vocational and career opportunities for those students who apply themselves. SABER College's goal is to improve the quality of life of the students in the community and to facilitate career opportunities in the market place and industry.

AFFIRMATIVE ACTION PLAN

Non Discrimination Statement

SABER does not discriminate on the basis of age, color, disability, national or ethnic origin, race, sex, or any other characteristic protected by law in the administration of its educational, admission or registration policies, scholarships, loan programs, employment practices, or any of SABER administered programs.

SABER offers equal opportunity in its employment, admissions and educational programs and activities in compliance with Title VI and VII of the Civil Right Act of 1964, as amended, Section 504, of the Rehabilitation Act of 1973, as amended, and the American with Disabilities Act of 1990.

It is the policy of SABER to provide equal opportunity to all people and to promote the full realization of that policy through a positive, continuing program to be known as the SABER AFFIRMATIVE ACTION PLAN.

SABER is fully committed to assuring equal employment opportunity and equal consideration to all applicants, employees and participants regarding training, promotion, salaries and other compensation, transfer and layoff or termination. In the implementation of this policy, it will aggressively seek personnel for all staff job levels by upgrading and promoting its members and also by recruiting minority group individuals. SABER shall likewise assure equal opportunity to any handicapped person who is an applicant, employee or client unless the disability involved prevents satisfactory performance of the work involved.



Hours of Operation

- Business office will be open from 8:30 a.m. to 5:00 p.m.
- PTA Classes may be in session Monday through Friday. Length and time will vary according to each individual course.
- **PTA Day** classes may be scheduled within the hours of 8:30 a.m. - 5:00 p.m.
- **Clinical** experience is scheduled according to clinical site.
- **Lab** courses are mandatory. Times may be scheduled by appointment for additional practice.
- Program hours reflected in the Catalog represent instructional time. The student must take into consideration holidays/vacations listed below when planning their time.
- Clinical Experience Rotations will be scheduled as made available by the clinical sites. Student's schedules/hours may vary during clinical experience to accommodate clinic site schedule. Schedules may require eight hours/day attendance up to forty hours per week.
- Lab hours are scheduled separately from lecture hours and may vary throughout the program. It is necessary that the student be aware and plan in advance, in order to be able to accommodate schedules. School makes the utmost effort to maintain class schedules at the original times. However, the school reserves the right to schedule class/clinical hours within the limitations discussed above.
- *SABER College* is open every day except those days stated in "Holidays" Chart. If for any reason there are problems due to weather or in case of an emergency, students, faculty, and employees are informed of the situation by meetings, e-mail, phone, fax, or verbally. If classes are in session, Dean of Academic Affairs notifies teachers and students of decision that has been made. After school is closed, it is the students' responsibility to call the school at 305-443-9170 and listen to the recording letting them know if classes have been cancelled. In all other instances students must check on television if Miami-Dade Public Schools have been closed as we will follow their schedule in the event of an emergency or catastrophe (for example: a hurricane or flood).



Academic Calendar/Holidays

No class on Holidays. School is closed during scheduled holidays. Student may need to report to clinical experience assignment if clinical site is open during holiday. Please refer to PTA Curriculum Plan for semester start and end dates.

| | |
|-----------------------|------------------------|
| 2025 | |
| January 6 | Classes Begin |
| January 20 | Martin Luther King Jr. |
| February 17 | President's Day |
| April 17-18 | Spring Break |
| May 26 | Memorial Day |
| June 19 | Juneteenth |
| July 4 | Independence Day |
| August 2-10 | Summer Break |
| September 1 | Labor Day |
| October 13 | Columbus Day |
| November 11 | Veteran's Day |
| November 27-28 | Thanksgiving |
| December 19 | Last Day of Class |
| December 20 | Winter Break Begins |
| 2026 | |
| January 6 | Classes Begin |
| January 19 | Martin Luther King Jr. |
| February 16 | President's Day |
| April 9-10 | Spring Break |
| May 25 | Memorial Day |
| June 19 | Juneteenth |
| July 3 | Independence Day |
| August 3-7 | Summer Break |
| September 7 | Labor Day |
| October 12 | Columbus Day |
| November 11 | Veteran's Day |
| November 26-27 | Thanksgiving |
| December 18 | Last Day of Class |
| December 21 | Winter Break Begins |
| 2027 | |
| January 5 | Classes Begin |
| January 18 | Martin Luther King Jr. |
| February 15 | President's Day |
| April 1-2 | Spring Break |
| May 31 | Memorial Day |
| June 18 | Juneteenth |
| July 5 | Independence Day |



| | |
|-----------------------|---------------------|
| August 2-6 | Summer Break |
| September 6 | Labor Day |
| October 11 | Columbus Day |
| November 11 | Veteran's Day |
| November 25-26 | Thanksgiving |
| December 17 | Last Day of Class |
| December 20 | Winter Break Begins |

Library and LIRN

- The library is 500 sq.ft. and is located on the 2nd floor of the school.
- The library contains audio/visual resources, books and subscriptions to journals, as well as a library working area which contains 30 laptops with internet access.
- Resources from library are for reference and are not allowed to be checked out. They are for use in the library only.
- Student groups will have access to scheduled library time, and on line periodical search.
- The library is open Tuesdays and Thursdays from 11:00 am to 4:00pm and is accessible by appointment every Wednesday. SABER has a librarian on campus during these hours who has a Master's of Science degree in Library Studies.
- SABER is a member of the Library Information Resources Network, Inc., which is an electronic library that provides access to electronic research resources to all students including PUB MED.
- The library has a sitting capacity of 30 students.
- Students may use the computers in the library but may not save any work on the computer's hard drive.

Counseling and Testing

Each student has the PTA Program Director and the Program faculty as advisors. The Program encourages an open door policy with respect to student-faculty communication. Students are urged to confer with the PTA Program Director for any personal or academic issues. The PTA Program will try to help every student succeed, by offering mentorship and remediation options.



If a student struggles academically, PTA Program Faculty will provide tutoring and remediation as necessary. Mid-semester advising will be done every semester to ensure adequate student progress. General Education Instructors will also provide tutoring and remediation services.

SABER College does not provide onsite psychosocial counseling and testing services for needed accommodations. The Program Director will refer to the Dean of Academic Affairs any student who needs these services. The Dean will make arrangements for referral to outside resources.

Campus Safety and Emergencies

Saber wants to ensure that every student is safe while on campus and emergencies are handled appropriately and effectively. Students should refer to the College Catalog and Consumer Information Manual for more information.

Controlled Substances

- SABER College is a drug-and alcohol-free Institution.
- Possession, use, or being under the influence of a controlled substance while on campus property is strictly forbidden and is illegal by State and Federal law.
- Violation of this policy will meet with disciplinary action up to and including dismissal from school.
- Students who violate the controlled substances policy will be required to meet with the Dean of Academic Affairs and the PTA Program Director. Students will be referred to outside help and resources.
- Students must present proof of professional help to continue with program. Outside professional help must give written consent that student may continue with PTA Program.
- Drug and alcohol testing will be done at the expense of the student.
- The student will be allowed to return to the program only after a negative drug screen has been provided but will be placed on probation.
- During the probation period, it is the responsibility of the faculty to observe any indications of chemical use or abuse.



- If, at any time a student's performance is suspicious, the school reserves the right to require the student to be tested for chemical, or alcohol use/abuse.
- If the results of the test are positive while student is on probation, the student will be withdrawn from the program.
- The student may request re-admission into the program which will be considered as long as the student remains drug free.
- Failure to comply with this policy will result in the student's permanent termination from the program.
- Students should refer to Course Catalog and Consumer Information for more information.

Parking

Students may park on campus. Reserved student parking spaces are provided. SABER College is not responsible for any lost or stolen items or vehicles in the parking lot.

Student Identification Card

- Students will be issued a picture identification card.
- The ID card must be worn at all times on campus and clinical experience.
- The student will not be allowed on the classroom or clinical rotation experience without an Identification Card.
- If a student is expelled or suspended from the School, he/she must immediately surrender the Identification Card to the Dean of Academic Affairs or Director of the PTA program.
- The replacement cost of the Identification Card is \$5.00.



PROGRAM INFORMATION

Program Accreditation

The PTA Program at SABER College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. Complaints about the program may be directed to CAPTE using the above contact information. It is recommended that the college's Grievance Policy and due process procedures have been followed for complaint resolution prior to contacting CAPTE.

Program Mission Statement

To provide quality education that prepares entry-level physical therapist assistants capable of providing safe, ethical, and effective physical therapy services under the direction and supervision of a physical therapist to help meet the healthcare needs of the community in a variety of clinical settings.

PTA Program Philosophy

The following statements represent the program philosophy of the PTA faculty and Advisory Committee:

- The physical therapist assistant is an integral part of the health care team and provides direct patient care under the direction and supervision of a licensed physical therapist. The physical therapist assistant may be employed in a variety of settings in which his/her role is to actively assist the physical therapist in the treatment of patients with various impairments and functional limitations. The physical therapist assistant is involved in promoting awareness of the profession and an interdisciplinary approach to health through education of the patient, family and community.
- A physical therapist assistant adheres to the Standards of Ethical Conduct of the Physical Therapist Assistant, Guide for Conduct of the Physical Therapist Assistant, and Direction and Supervision of the Physical Therapist Assistant set forth by the American Physical Therapy Association and abides by the laws governing practice. The program is committed to instilling in its students a sense of professionalism and clinical excellence.



- Learning is a life-long process, resulting in changes in knowledge, behavior, values, and attitudes. Learning takes place most readily when concepts are covered in a logical sequence and progress in difficulty from simple to complex. The ability to learn is influenced by individual life experiences and one's potential.
- Education provides opportunities for the acquisition of theoretical knowledge, the development of psychomotor skills, and the refinement of values and attitudes in support of SABER College's workforce productivity effort. The student and the instructor are partners in the learning process. The instructor facilitates learning by constructing experiences to promote the achievement of course/program outcomes. The student acquires significant learning through responsible and active participation. Learning should result in the ability to problem solve and think critically. Student educational achievement is evaluated by measurement of the attainment of course and program outcomes.
- Learning is more likely to occur in an atmosphere in which students feel respected and accepted. Positive feedback and success build confidence in the learner and encourage further learning.
- Physical therapist assistant education responds to the changes in healthcare and incorporates those changes into its curriculum, allowing the graduate to meet the needs of the healthcare consumer. In response to changing health-care patterns, physical therapist assistant education and community agencies collaborate to form partnerships for the education of the entry-level PTA.
- Physical therapist assistant education should provide a curriculum which is broad based, both enriching life and serving as a basis for further study. A scientifically based curriculum coupled with a strong clinical component and emphasizing the humanistic aspects of physical therapy is necessary to give the students the foundation they require to provide quality health care and thereby fulfill the needs of the community. Individuals who meet the educational requirements of the program will be eligible to take the National Physical Therapist Assistant Examination (NPTAE) for Physical Therapist Assistants upon graduation and will be prepared to competently provide interventions within a plan of care at the entry level.
- The Physical Therapist Assistant Program is dedicated to utilizing community resources and values active input from the community it serves. The clinical component of the program will provide a variety of clinical experiences that will broaden vocational options and enhance the students' personal, social, cultural, and intellectual growth.



Program Description

The Physical Therapist Assistant Program is comprised of 76 credit hours (Effective 5/02/2016). The PTA program curriculum is designed to provide a combination of theory, skills, and clinical based training for students to develop entry level competency as a physical therapist assistant (PTA). The curriculum includes in-depth study of anatomy, kinesiology, pathophysiology, patient data collection, therapeutic interventions, and patient care. Interwoven in the program design is a clinical education component that provides students with real life learning opportunities in a variety of physical therapy work settings. Upon completion of the program, students are eligible to sit for the National Physical Therapy Examination for PTA and will be prepared to provide care as physical therapist assistant under the supervision of licensed physical therapists.

The PTA program has developed its mission, goals, and objectives to be in synchrony with the mission of SABER, Inc. and specific to the professional community that it serves. The program and curriculum are dynamic in order to meet the changing needs of the community and physical therapy profession.

Program Goals

1. Graduate competent, entry-level physical therapist assistants who successfully pass the required national licensure examination
2. To provide the medical community with PTAs qualified to perform physical therapy interventions and execute physical therapy treatment plans under the direction of a licensed physical therapist.
3. To instill in students an understanding of the importance of academic and clinical excellence through lifelong learning.
4. To provide excellent educational experiences designed to prepare students for entering a career as PTAs.



Program Student Learning Outcomes

At the end of the program the graduate will:

Define scope of practice for PTs and PTAs

Describe basic concepts related to the health care delivery system including the role of other health care providers and facilities.

Identify principles of levels of authority and responsibility.

Demonstrate an understanding of and apply wellness and disease concepts

Recognize and respond to emergency situations

Demonstrate knowledge of blood borne diseases, including AIDS

Demonstrate knowledge of disease processes and health conditions commonly encountered in physical therapy practice

Describe anatomical structure, function and dysfunction of the human body related to the practice of physical therapy

Assist the physical therapist with patient data collection

Assist the physical therapist with therapeutic procedural interventions

Interpret and apply a physical therapist's plan of care

Demonstrate use of assistive/supportive devices and specialized equipment

Demonstrate competent patient progression within the physical therapist's plan of care

Demonstrate competency in appropriate documentation of physical therapy treatment

Demonstrate ethical and legal practice as a physical therapist assistant

Demonstrate appropriate communication skills with patients, families, and other healthcare staff

Demonstrate cultural competency in verbal and non-verbal communication

Respond to patient's needs as reflected in the Patient's Bill of Rights

Teach other health care providers, patients and families to perform selected treatment procedures and functional activities

Identify and respond to barriers to a patient's participation in their life role.

Demonstrate commitment to lifelong learning and career development.



Curriculum Plan

The following curriculum plan details courses for each of the 5 semesters of the PTA Program including credit and clock hours per course and each semester. Semesters have a length of 16 weeks. Semester dates are also included with start and end dates.

1st Semester

| Course No | Course Name | Credit Hours | Clock Hours |
|--------------|--|--------------|-------------|
| ENC 1101 | English I | 3 | 45 |
| MAC 1105 | Applied Mathematics | 3 | 45 |
| PSY 2012 | Introduction to Psychology | 3 | 45 |
| BSC 2085 | Human Anatomy and Physiology I | 3 | 45 |
| BSC 2085-L | Human Anatomy and Physiology I - Lab | 1 | 30 |
| HSC 1531 | Applied Medical and Healthcare Terminology | 3 | 45 |
| TOTAL | | 16 | 255 |

2nd Semester

| Course No | Course Name | Credit Hours | Clock Hours |
|--------------|---|--------------|-------------|
| ENC 1102 | English II | 3 | 45 |
| BSC 2086 | Human Anatomy and Physiology II | 3 | 45 |
| BSC 2086-L | Human Anatomy and Physiology II – Lab | 1 | 30 |
| PTA 1001 | Introduction to Physical Therapist Assistant with Lab | 5 | 105 |
| PTA 1401 | Applied Anatomy and Kinesiology with Lab | 4 | 75 |
| TOTAL | | 16 | 300 |



3rd Semester

| Course No | Course Name | Credit Hours | Clock Hours |
|--------------|-----------------------------------|--------------|-------------|
| DEP 2000 | Human Growth and Development | 3 | 45 |
| PTA 1501 | Test and Measurements with Lab | 5 | 105 |
| PTA 1201 | Therapeutic Procedures I with Lab | 5 | 105 |
| PTA 1601 | Pathophysiology | 3 | 45 |
| TOTAL | | 16 | 300 |

4th Semester

| Course No | Course Name | Credit Hours | Clock Hours |
|--------------|------------------------------------|--------------|-------------|
| PTA 1301 | Therapeutic Exercise with Lab | 5 | 105 |
| PTA 1210 | Therapeutic Procedures II with Lab | 5 | 105 |
| PTA 1901 | Clinical Experience I | 3 | 160 |
| TOTAL | | 13 | 370 |

5th Semester

| Course No | Course Name | Credit Hours | Clock Hours |
|--------------|-------------------------|--------------|-------------|
| PTA 1701 | Rehabilitation with Lab | 5 | 105 |
| PTA 1902 | Clinical Experience II | 4 | 200 |
| PTA 1903 | Clinical Experience III | 5 | 240 |
| PTA 2000 | Review Course for NPTAE | 1 | 15 |
| TOTAL | | 15 | 560 |



Program Costs

Students are given program costs during application process in the Prospective Student Information Packet. Students should also refer to College Catalog for specific information on program costs. During application and enrollment process, all students meet with a financial aid advisor that will provide students with important information regarding financial aid assistance. Detailed Financial Aid Information is available in the Consumer Information Manual.

Textbooks/Supplies

Textbooks may be purchased through the school or any other vendor and must meet Syllabus specifications

- Laboratory supplies are provided as needed and cost included in the cost of the program.
- A syllabus is distributed with each course. An understanding of the course objectives as stated in the syllabus is an essential part of class preparedness.
- Students are recommended to have a binder or notebook for each course. As each course is completed, all course material should be carefully stored to use in the future for reviews and preparation for the licensing exam.

Student Fees

1. Students entering the program must make a deposit during pre-registration. The balance of the fee will be paid on the first day of class unless special arrangements are made. There will be an Application Fee and a Registration Fee of \$150.00 total; \$100.00 of which is not refundable upon withdrawal. In the case of payment arrangements, the student will be provided with guidelines for payment installments.
2. Each student will be issued a receipt upon payment. Student must keep the registration receipt and present it at time of enrollment in the school



3. Those students that have applied for Title IV, or for any other form of tuition assistance, such as South Florida Workforce vouchers, will pay fees until distribution of monies have been made to the school. At this time, student will be reimbursed for expenses paid.
4. Students who have been approved for Financial Aid (Title IV) must complete second FAFSA as follows:

January student: By March 1st of same year

February–March students: By April 15th of the same year

April-June Students: Both FAFSAs completed prior to Enrollment

July-December Students: By March 1st of the following year.

Tuition and Refund Policy

- Our outlined refund policy is designed according to Fair Consumer Practices. Should student be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule.
- Cancellation must be made in person or Certified mail.
- All monies will be refunded if the applicant is not accepted by the school or if the student cancels within 3 business days after signing the Enrollment agreement (if student signs before the first day of class) and making initial payment.
- Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the nonrefundable registration and application fee.
- Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
- SABER School will keep records on file for at least one year of any student who is dismissed or denied entry.



- Refund will be made within 45 days following determination of termination or receipt of Cancellation Notice

Refunds for classes Canceled by SABER

- The School reserves the right to cancel any Programs and/or courses. If tuition fees are collected in advance of the start date of a program and SABER cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

Refunds for Students Who Withdraw On or Before the First Day of Class

- If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 application and registration fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

Refunds for Students Enrolled Prior to Visiting SABER College

- Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Withdrawal after Class Commences

1. Refund Policy for Programs Obligor Students for Periods of 12 Months or Less

The refund policy for students attending SABER College, who incur a financial obligation for a period of 12 months or less shall be as follows:

- a) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- b) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;



- c) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- d) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

2. Refund Policy for Programs Obligating Students for Periods beyond Twelve Months

Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (4)(1) above.

If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (4)(1) above.

- **This refund policy applies to all loans and school loans for those who qualify.** Although some loans may be repaid after the program has been completed, students are obligated, as with any other loans, to repay in full the loan that they received.

Program Admissions

Program Admissions information is available in the Prospective Student Informational Packet given to program applicants. PTA Program admissions information is also available in the college website at www.sabercollege.edu.

In order to be accepted into the Physical Therapist Assistant Program, an applicant must meet the following requirements:

- Applicant must submit a SABER college application including a writing sample
- Applicant must submit a High School Diploma (or equivalent in their country of origin) or GED.
- Applicant must be 18 years of age or over



- The Kaplan (65, min passing score) is SABER College's official entrance exam. The Kaplan exam will be offered no more than 3 times with waiting times as follows: 72 hrs. after the first exam, and 30 days for the third exam. Applicants may be granted acceptance into the PTA program based upon equivalent entrance test scores on other qualifying exams including ACT (18) SAT (1330 prior to 3/5/16), SAT (980 on or after 3/6/2016) and/or HESI A2 Exam (80), TEAS (58) and Kaplan (65). (Students with AA or higher degree of education are exempt)
- Applicant must submit official school transcripts documenting any previous academic work, with a minimum GPA of 2.0 average or better on a 4.0 scale, from an educational institution accredited by an agency that is recognized by the US Department of Education. This will include applicants requesting credit for general education courses previously taken at the associate degree level or higher.
- Applicant must successfully complete a personal oral interview with the Program Director and or an administrative representative of the program in order to evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system. The interviewer must recommend applicant for admission.
- Perform a minimum of 20 observation hours in a Physical Therapy setting (signed by the supervising PT or PTA) and submit SABER College's Clinic Observation Form in a signed sealed envelope.
- Once accepted into the program, applicant must undergo a criminal background check and drug screen.
- Maximum enrollment for each cohort is capped at 24 students.

Transfer Credits

Transfer Credits information is available in the Prospective Student Informational Packet given to program applicants. PTA Program admissions information is also available in the college website at www.sabercollege.edu.

- SABER College may accept transfer students from other educational institutions and will grant credit for general education courses in SABER College's curriculum provided they meet



requirements as stipulated in the Admission Requirements of the program and the educational institution is accredited by an agency recognized by the US Department of Education .

- Anatomy and Physiology Courses will need to be no greater than 5 years to receive transfer credits.
- An applicant must submit official school transcript documenting any previous work, with a minimum GPA of 2.0 (C) for each course, when requesting credit for general education courses previously taken at the associate degree level or higher. A student whose scores are below a 2.0 must take the course at SABER College.
- Prior credits for PTA Core Courses including previous clinical experience taken at other institutions will not be granted for the purpose of accepting transfer students.
- The only time credits will be given for PTA Core Courses is if the student took the course at SABER College and passed the course within the previous year.
- SABER College may accept transfers within the institution for Associate Degree Programs provided student meets admission requirements of new program of study and transfer has been reviewed and approved by the program director or dean of academic affairs. The student will be given a tuition reduction/adjustment on a pro-rata basis based on the courses to be taken.
- Applicants requesting general education credit from foreign countries must submit an evaluation from Josef Silny & Associates, Inc. which specifies the academic content of the course to be waived. SABER will only waive courses that have the same academic content as the ones offered at this institution.
- SABER College does not have articulation agreements with other institutions for the purpose of transferability of credits to other institutions. Transferability of credits to other institutions is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits from SABER College will be accepted by another institution of the student's choice.

Health and Legal Requirements

A physical examination and form signed by a physician or Nurse Practitioner, immunization records, drug testing and background checks meeting hospital standards must be completed once accepted into the program. Students will be asked to sign the Informed Consent Disclosure form during the admissions process



where the student is notified of the essential functions of the PTA. Should any of these essential functions be impossible for the student to perform, the student will be urged to consider another program of study. In the case when special equipment exists to compensate for student's inability to perform essential functions, it will be the responsibility of the student to purchase the necessary equipment. Reasonable accommodations may be provided to students as needed upon request. Program will require supportive documentation prior to carrying out accommodations.

Essential Functions of the PTA:

Work Hours and Environment

- Able to work up to 8-10 hours per day up to 40 hours per week at clinical sites.
- Exposure to hazardous material and blood borne pathogens requiring safety equipment such as masks, head coverings, glasses, rubber and latex gloves, etc.
- Must be able to meet clinical and academic performance standards.
- Must travel to and from training site; this may require long distances or relocation.

Cognitive Abilities

- Understand and work from written and verbal orders.
- Possess effective verbal and written communication skills.
- Understand and implement related regulations and clinical policies and procedures.
- Possess technical competency in patient care and related areas.
- Perform presentations to individuals and small groups.
- Conduct patient assessments and counsel patients and families.
- Assess changes in vital signs and measurements.

Physical Abilities

- Standing and/or walking up to seven hours throughout an eight and/or twelve hour shift.
- Bending, crouching, or stooping several times per hour.
- Lifting and carrying a minimum of 30 pounds several times per hour.



- Lifting and moving up to a 300 lb. patient in a 2-3 person transfer.
- Reaching overhead, above the shoulder at 90 degrees.
- Pushing and/or pulling objects and equipment weighing up to 300 lbs.
- Utilizing eyesight to observe patients, manipulate equipment and accessories.
- Hearing to communicate with the patient and health care team.
- Utilizing sufficient verbal and written skills to effectively and promptly communicate in English with the patient and healthcare team.
- Manipulating medical equipment and accessories, including but not limited to switches, knobs, buttons, and keyboards, utilizing fine and gross motor skills.
- Performing the assigned training related tasks/skills responsibilities with the intellectual and emotional function necessary to ensure patient safety and exercise independent judgment and discretion.
- Utilizing the above standards/functions to respond promptly to the patient needs and/or emergency

The following specific documentation is required prior to beginning the PTA Program and ensure you are ready to begin the clinical education component. The following documentation shall be kept in the PTA student file in the PTA office as well as a second copy which the student will keep with them at all Clinical Education Experiences.

- Immunizations including:
 - Tetanus – verify within 10 years, 5 yrs. if injured.
 - MMR – Measles, Mumps, Rubella – written verification of Rubella immunization after 1968, or a positive titer to show immunity.
 - Varicella (Chickenpox). Written verification of Varicella immunization, or a positive titer to show immunity.
 - PPD – PPD skin test must be completed and read as negative prior to any clinical experience. PPD results cannot be accepted if over 12 months from the day of admission.
 - Hepatitis B - written verification of Hepatitis immunization, or a positive titer to show immunity, or declination form
 - Influenza vaccine



- If documentation is not available, re-immunization will be necessary.
- Drug Screening – students must demonstrate a negative drug test for admission into the PTA Program. Students may be required to undergo a more in depth drug screen for participation in clinical education.
- Valid CPR Certification - During the first semester of the PTA program, you are required to show proof of a valid American Heart Association Healthcare Provider CPR card. **No other card will be accepted.** Students will be responsible to maintain their CPR certification current throughout the program. CPR classes are offered throughout the year and at various locations. Please provide a copy of your current CPR card to the PTA program director.
- Criminal Background Check - Clinical placements are a mandatory component of the curriculum and will require clearance of a criminal background check. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the program. If there is any concern regarding clearance of a criminal background check, please contact the PTA Program Director. This must be completed prior to admissions into the PTA Program.
- Hospital Insurance- The program requests, but does not require, that students have hospital insurance during clinical education experiences. For those students who do not have medical insurance, a waiver must be signed and placed in the student's file. Students will assume all risks of, and be solely responsible for, any injury, illness or loss sustained while in the program including clinical education experience.

Student Orientation

When a student is accepted into the PTA Program, they will be notified of a mandatory orientation to the college and program to occur at least one week prior to the first of day of class.

The orientation will include:

- Review of SABER College policies and procedures.
- Review of PTA Student Handbook and PTA Program Policies and Procedures
- Tour of college and program facilities



- Students will receive their class schedule

Additional mandatory student orientations will be done a prior to beginning the 2nd semester technical phase of the program and Clinical Education Student Orientations beginning the 3rd semester.

The Physical Therapist Assistant

According to the American Physical Therapy Association (APTA), Physical Therapy is a health profession whose primary purpose is the promotion of optimal human health and function. This purpose is accomplished through the application of scientific principles to the process of examination, evaluation, diagnosis, prognosis, and intervention to prevent or remediate impairments, functional limitations, and disabilities as related to movement and health. Physical Therapy encompasses areas of specialized competence and includes the development of new principles and applications to effectively meet existing and emerging health needs. Other professional activities that serve the purpose of physical therapy are research, education, consultation and administration.

The Physical Therapist Assistant (PTA) is a technically educated health care provider who assists the physical therapist in provision of physical therapy. The PTA is a graduate of a physical therapist assistant associate degree program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

The Physical Therapist Assistant (PTA) provides physical therapy services under the direction and supervision of a physical therapist. PTA's help people of all ages who have medical problems, or other health related conditions that limit their ability to move and perform functional activities in their daily lives. PTA's work in a variety of settings including, hospitals, private practices, outpatient clinics, home health, nursing homes, schools, sports facilities, and more. PTA's must complete a 2 year associate's degree and are licensed, certified, or registered in most states. Care provided by a PTA may include teaching patients/clients exercises for mobility, strength and coordination, training for activities such as walking with



crutches, canes or walkers, massage, and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation.

Helpful Tips for Success in the PTA Program

1. Open and honest communication is critical. If you are having difficulties with any aspect of your course work or college issues, or clinical affiliation, etc., please discuss these concerns with faculty as soon as possible so that we may help facilitate a solution with you.
2. Meet with each instructor one time per semester. Develop a relationship so that you are comfortable talking with them. Go meet with faculty even if you are not having problems.
3. If you are having difficulties in your personal life that are affecting your course work, please discuss these issues, to the extent you are comfortable, with faculty as soon as possible so that we understand the problems you are facing and may help facilitate solutions to t academic issues.
4. Plan your time effectively and efficiently. Ensure that you have enough time to study; complete assignments prepare for class and balance your personal life.
5. Psychological and emotional support from your family and/or friends is essential. The PTA program is difficult, demanding and time consuming.
6. Ask questions. If you don't understand what is being said or the material being covered, please ask for clarification.
7. Good note taking skills are essential.
8. Making flash cards about covered materials usually is a good study tool.
9. Group study and group skills practice is an excellent tool for reinforcing and refining learned material.
10. Due to the intensity of the PTA program, students are discouraged from participating in outside employment while enrolled. If work is necessary, the hours should be limited to less than full-time.

Outside work must not interfere with classroom, lab/open lab, or clinical activities. Schedules will not be adjusted to accommodate outside work schedules.



Clinical Experience

A crucial part of your clinical experience is placement in clinical education. The purpose of the clinical education experiences is to prepare students to achieve entry level competence as physical therapist assistants prior to program graduation. The ACCE is in charge of assigning each student to three clinical education experiences that will expose students to inpatient and outpatient settings, as well as orthopedic and neurological patient conditions. Communication is established by the ACCE during clinical education to including an onsite visit to ensure student learning and success in clinical education. The ACCE will provide students with a course syllabus for each clinical education experience that will include student objectives and expectations for successful completion. Students are responsible for transportation to and from clinical sites and assuring all health and legal requirements are met prior to clinical site placement. Students will be given a Clinical Education Manual at the first of three Clinical Education Orientations.

AMERICAN PHYSICAL THERAPY ASSOCIATION

The American Physical Therapy Association (APTA) is the national association for physical therapist and physical therapist assistants. The APTA is the best source for current information on professional issues and concerns. It is the voice of the profession, actively working to represent the physical therapy profession on Capitol Hill and in state legislatures. The association is dedicated to advancing the profession, setting standards, encouraging research, and promoting diversity within the field. Your membership in the APTA is your key to keeping informed about the topics, trends and issues that affect the practice of physical therapy.

It is essential that you join the APTA in order to remain abreast of opportunities and advancements in physical therapy. Students receive discounts when joining the organization on a state and national level, as well as any special sections you may choose. As a member of the APTA, you will receive several publications and be afforded many other benefits. The APTA can be a valuable resource during your professional education. Take advantage of all that your professional association has to offer.

For more information and student membership please visit www.apta.org.



The SABER College PTA program requires student membership in the APTA as the initial step toward professional development as a PTA. You will be required to become a member by the beginning of the second semester and maintain active membership throughout the program.

ACADEMIC POLICIES

Grades

Scholastic Standards: Quantitative requirements will be measured in terms of grades. Academic grades for students shall be “A”, “A-“, “B+”, “B”, “B-“, “C+”, “C”, “C-“, “D+”, “D”, “F”, WF, “I”, “P”, or “FL”..

A brief explanation of grades will follow:

- “A” (93-100% - 4.0)
- “A-” (90-92% - 3.7)
- “B+” (87-89% -3.3)
- “B” (83-86% - 3.0).
- “B-” (80-82 – 2.7)
- “C+” (77-79% - 2.3) PASS
- “C” (73-76% - 2.0)
- “C-“ (70-72% - 1.7)
- “D+” (66-69% - 1.3)
- “D” (60-65% - 1.0)
- “F” (59% or below – 0.7)
- “P (Pass)
- “FL” (Fail)
- A grade of “WF” indicates that course was not completed; student stopped attending/ limited class participation.
- A grade of “I” indicates that the performance is insufficient to permit an evaluation. Students in this category may have their grade adjusted upon presentation of the required assignments. This period may not exceed 60 days. For this grade to be awarded, the extenuating circumstances must be approved by



the Dean of Academic Affairs or Director. If a student does not provide the required documentation to receive a final grade for a course within the prescribed timeframe the grade of “I” shall be changed to a grade of “F”. This can have a significant impact on a student’s academic progress.

- “TC” (Transferred Credit)

Exams

Exams and quizzes are given throughout each course as described in course syllabi. Exams are meant to serve as an assessment of course understanding. Students should refer to syllabi for course objectives in preparation for examinations, as well as unit objectives given in lesson plans. Course syllabus and outline include quizzes and exam dates for student to follow (as well as other assignments as indicated). The program reserves the right to administer exams at hours other than the scheduled class hours, especially during Midterm and Finals week. The program reserves the right to assign students to classrooms and seats as deemed best. Students must abide by the Honor Code at all times. If a student feels an exam question’s correct answer is an error, the student may complete the Request for Review of Examination Question form and challenge the exam question.

Skill Competency

Skill Competency Check Offs

Throughout the PTA program, there will be specific skills that are required to be demonstrated to the instructor. Students will perform skills competency check offs to assess competency in psychomotor skills learned in the PTA Program. Skill competency check offs will be performed in all PTA lab courses and include skills discussed and practiced in the course as indicated in course syllabi. Students also have the opportunity to practice the skills competencies and receive feedback during scheduled supervised open lab sessions.

Skills competency check offs are given a pass/fail grade based on student’s performance according to the rubric. Students must meet all stated thresholds in the rubric including critical safety elements. All skills competency checks in each course must be passed in order to take the final lab practical.



Students are given Skills Competency Check Off Forms which includes the rubric for skills being tested at least one week prior so students are aware of what is expected. Students are assessed by an instructor of the course on a one to one basis. Skills competency check offs encourage role play of patient scenarios. Students are assigned a peer to perform the randomly chosen psychomotor skill being tested. Students are given feedback at the completion of the skills competency check.

It is imperative students attend all lab sessions to allow for proper instruction, practice, and instructor/peer feedback. Students who miss lab hours must meet with a peer to review information missed and turn in Lab Makeup Form to instructor. It is the student's responsibility to meet with the instructor if further instruction is required.

If the student fails a skills competency check, they are allowed one retake per skill. Remediation with an instructor must occur prior to the retake, and a remediation form must be completed. Skills competency check off retakes may be videotaped and/or have two faculty present.

Skills competency checks are not intended to be teaching time. Students must be prepared for skills competency checks. Repetitive failures of skills competency checks will be noted and corrective action plan will be executed. Failure to follow corrective action plan may lead to probation and/or withdrawal from PTA Program.

Faculty will keep track of skill competency checks data by course. Students will be given the Skills Competency Tracking Forms for each course which includes skills and dates competency was achieved with instructor signature (These forms will be included in student's Clinical Education Binder to give to clinical instructors during clinical education experiences).

Lab Practical

Students will not be permitted to take a lab examination without prior passing grade in all skills competency check offs. Lab practical must be passed with a minimum of 77%, including passing all critical safety



elements, according to lab practical rubric for each course. If a student fails a lab practical, they are allowed one retake with a maximum grade of 77%. Remediation with an instructor must occur prior to the retake, and a remediation form must be completed. Lab practical retakes may be videotaped and/or have two faculty present.

Assignments

- All assigned essays, papers, reports, etc. must be typewritten on one side of the paper only and double-spaced and/or follow instructions given by instructor for specific assignment.
- Assignments are due when scheduled by the instructor and/or as per syllabus.
- Failure to meet the scheduled date will result in loss of points or no credit unless excused by the instructor previously.
- When assignment is longer than one page, the pages should be stapled together. All pages must be numbered.
- Improperly labeled or incomplete assignments will not be accepted by the Instructor.
- Research Papers should be written in AMA format when instructed.
- Students will complete a LIRN assignment in each course to promote current and evidence based practice.

Progression in the Program

The student will progress in the program if they:

1. Complete all assigned activities as directed by instructors.
2. Maintain a cumulative course average of 77% in all semester courses of the PTA Program.
3. Pass all lab skills competency check-offs and lab practical exams in order to progress with the curriculum.
4. Pass each clinical education experience.
5. Follow SABER College and PTA Program Policies and Procedures including assessment of Professional Behaviors Mays et al 2010.



6. Demonstrate progression in all 10 Professional Behaviors Mays et al 2010.

The student may not continue on with the PTA Program until all core courses for that semester are passed.

Academic Progression

- Exams will constitute a portion of the course grade. They may be objective (paper/pencil or online) or essays.
- Quizzes may also be included.
- A grade of 77% on courses will be the minimal acceptable level of mastery of the course content in order to pass the course.
- All laboratory skills competency check-offs must be passed in order to take the lab practical for that course. Students must pass the lab practical with a minimum of 77% ensuring the student passed all safety components.
- In order to successfully pass a course, passing grades and standards as described in this Student Handbook must be met.

Clinical Education Progression

- Progression in clinical education will be based on a passing score on the CPI, according to clinical experience course syllabi. Identified performance concerns will be followed up with frequent student evaluation in areas which need strengthening. The ACCE determines the final grade for each clinical experience course.
- At the middle and end of each Clinical Experience, the clinical instructor will complete a performance assessment using the CPI and discuss it with the student. Scoring on the CPI is provided to the ACCE to contribute to determination of the course grade.
- The student is required to complete a self-assessment using the CPI for each clinical experience for comparison with the clinical instructor evaluation.
- Successful completion of all objectives described in the clinical education course syllabi are required.



Professional Behaviors Progression

- Each semester, one course will include Student and Faculty Assessments of all 10 Professional Behaviors Mays et al 2010
- Professional Behaviors Student/Faculty Assessments will be discussed for each student during Midterm Semester Advising
- Student will demonstrate the ability to display 10 professional behaviors and show progression towards achievement according to course syllabi
- Students will complete Values Based Behaviors for the PTA Self-Assessment during Clinical Education Experience. It is expected students will demonstrate the Values Based Behaviors for the PTA as required by entry level performance by the terminal clinical education experience.

Probation

If a student is showing lack of academic progress within a semester, poor attendance, or not abiding by policy and procedures, he/she will meet with Program Director or assigned faculty member. Student will be placed on probation and a corrective action plan will be developed to assist student success in the program.

Students will need to follow the corrective action plan. The corrective action plan will list specific objectives, measurable behaviors, and date of completion required for continuation in the program. If student fails to follow the action plan, student may be withdrawn or dismissed.

Withdrawal

- In the PTA program, a student may repeat or withdraw from a PTA course only once.
- A student who fails a PTA didactic course is withdrawn from the program. During this time, remediation may be recommended such as coursework or observation hours in a physical therapy setting.



- If the student fails a second PTA course, he/she will not be allowed to repeat the second course failed and will be dismissed.
- All students are encouraged to seek guidance prior to voluntary withdrawal from school. Students should note that withdrawal will have consequences related to progression and readmission into the program.
- Students who withdraw in good academic standing following a completed semester may be readmitted in the correct sequence. Validation of skills and/or previously acquired knowledge through testing will be required. Remediation may also be recommended including coursework and observation hours at a physical therapy setting. Student must to notify the program director in writing of their intention to return to the program and make an appointment to discuss timeline and requirements for readmission.
- The Program Director will recommend withdrawal of a student for excessive absenteeism, tardiness, or less than a passing score which would result in failure of a course. If a student fails a core course, he/she will be withdrawn from the PTA Program. Student may apply for readmission and be allowed to repeat the course only once when it is offered again. Student will be allowed to resume PTA Program at the beginning of the semester where student failed. No partial credit will be awarded for any courses failed or not completed. During the time the student is withdrawn, remediation may be recommended such as coursework or observation hours in a physical therapy setting.
- All students who withdraw will need to follow the readmission procedure and work closely with their advisor in order to seek readmission.
- The student must also meet with a finance advisor to finalize payment responsibilities and notify department of withdrawal. All refunds will be made following refund policy as reflected in school Catalog.
- Students will not receive credit for incomplete courses. This includes PTA Core Courses and General Education Courses.
- General Education courses may be repeated up to two times.



Dismissal

Dismissal from the PTA Program will result as a consequence of the following:

1. Failure to comply with the policy and procedures of SABER College, the PTA Program, and its affiliating clinical sites.
2. Participates in conduct that violates the SABER College and PTA Program Policies and Procedures.
3. Demonstrates behavior that puts any student, faculty member, and/or patient at risk for injury or harm.
4. Falsifies any records.
5. Failure of a PTA course more than once.
6. Failure of a General Education course more than twice.

Note: Dismissal decisions are final. No re-admittance into the program of any kind will be allowed.

Re-Admission

1. Student must schedule an appointment time to meet with the Program Director, or other assigned advisor, no later than 30 days after the interruption in progression, for assistance and for planning remediation. Readmission to the program needs to occur no greater than 12 months from the date of withdrawal or failure.
2. Student must meet the conditions and complete assigned activities within the specified amount of time.
3. Provide a letter to program director, or designee, citing reasons and/or circumstances for leaving the program and reasons for seeking readmission by due date. Be certain to identify steps in remediation plan and indicate steps to achieve plan.
4. Provide updated transcripts, records and other forms as required by the PTA Program by due date.
5. Provide any other documentation as required by the PTA Program.
6. Any changes to PTA curriculum or program policies and procedures will be applicable to any student upon readmission.



7. Students will be notified prior to the semester's registration date if their request for readmission is approved or denied.
8. Readmission into the program is contingent upon space and resource availability, including clinical education sites.
9. Students who choose not to follow the procedure outlined above may reapply to the program as a "new" student. Students whose academic records indicate previous enrollment in the PTA Program are not given priority for admission as a new student.

NOTE: Decisions regarding readmission into the program are made by the Admissions Committee in consultation with the Program Director. No guarantees will be made to students about readmission. Consideration will always be given to employment rates, clinical education site availability, equipment and space. An application for re-admission will be considered on an individual basis.

Professional Behaviors

Progression of Professional Behaviors is paramount for successful completion of the PTA Program. Professional behaviors is threaded throughout the curriculum and included during orientation to the college and program. The program uses the 10 Professional Behaviors Mays et al 2010 and Values Based Behaviors for the PTA. For one course during each semester in the technical phase of the program, student and faculty complete an assessment of the 10 Professional Behaviors Mays et al 2010. Course syllabi specify student expected progression of professional behaviors throughout the program. Professional behaviors are discussed with students during Midterm Semester Advising and/or as needed. Students are given goals to work on for each of the 10 professional behaviors with suggested actions to achieve them. If lack of adequate progress is noted, corrective action plans may be executed. Students must demonstrate entry level Values Based Behaviors for the PTA upon completion of the program.



Academic Integrity and Cheating

- Students will sign an Honor Code.
- Students are to abide by the Honor Code as absolutely no cheating is allowed.
- Students who are caught cheating will be placed on probation.
- Once a student is on probation and is caught cheating again, student will be dismissed from the program.

Examples of Cheating include but are not limited to:

1. Taking an exam from or for someone else.
2. Purchasing term papers and turning them in as your own work.
3. Faking an illness to avoid a test.
4. Copying from another student's test.
5. Studying a copy of an exam prior to taking a make-up exam.
6. Giving another student answers during an exam.
7. Reviewing previous copies of an instructor's exam without permission.
8. Reviewing a stolen copy of an exam.
9. Sabotaging someone else's work.
10. Failing to report grade errors.
11. Giving test questions to students in other classrooms.
12. Sharing answers during exams by utilizing a system of signals.
13. Developing a personal relationship with an instructor to get test information.
14. Hiring a ghost writer.
15. Using papers found on the internet as your own.
16. Altering or forging an official school document.



17. Guiding and/or helping lab partner during skills checks and lab practicals
18. Using unauthorized materials, note cards, calculators, hand held computers, cell phones, etc. on quizzes, tests, and exams.

Honor Code:

The student is required to write the following pledge at the top of each of their own quizzes, tests, exams, and other major work. Pledge must be signed and dated.

Pledge: On my honor, I pledge that I have neither given nor received aid during this examination.

Signature/Date.

Plagiarism

- Plagiarism is the act of obtaining or attempting to obtain credit for academic work by copying another person's idea or written work and claiming it as his/her own.
- If a student has doubts about the nature and meaning of plagiarism, he/she should discuss the matter with the course instructor.
- Students will sign an Honor Code.
- Students who are caught in the act of plagiarism will be placed on probation.
- Once a student is on probation and is caught again with plagiarism in their work, the student will be dismissed from the program.

Clinical Education Requirements

Students are required to successfully complete three clinical education experiences that will provide students with exposure in inpatient and outpatient settings as well as orthopedic and neurological patients. Students must have successfully completed all offered courses, included skills checks and lab practicals, prior to clinical education placement. Students are required to provide their own transportation to and from clinical



settings. Students must also complete all clinical education requirements prior to clinical site placement including: CPR, immunizations, physical exam, criminal background check, and drug screening. Students will receive a series of three Clinical Education Orientations that will provide students with specific information regarding clinical education. All students will receive a Clinical Education Manual that includes all important and relevant information to ensure student's success in clinical education.

Student Advising and Remediation

All PTA students receive a Midterm Advising session by one of the core faculty members. Student's progression in the program is discussed including: grades, professional behaviors, preparedness for clinical education, and goals/suggestions are made to continue improvement and progression in the program. The 10 Professional Behaviors Mays et al 2010 Student and Faculty Assessments are also discussed. If a student is at risk of failure of a course, student will be placed on probation and a corrective action plan will be initiated which will include appropriate remediation according to student's deficits.

Remediation is given to students who are not demonstrating adequate understanding of course materials as evident by course grades or upon student request. Remediation may include one to one or small group instruction by a faculty member. Remediation may also include additional work/time student must dedicate to the course. For students not demonstrating adequate progress or upon request, additional advising sessions may be scheduled.

Remediation is required to occur after a failed lab practical exam and/or skill check. Students will be given one additional opportunity to pass a lab practical and/or skill check. In the event the practical or skill check is not passed on the 1st attempt, the student is required to remediate the skill(s) with a faculty member. The student needs to bring the signed form to the re-test and present it to the faculty member before a re-test is allowed. Grading on the second attempt may include videotaping the lab practical and/or skill check, or an additional faculty member may be present.

Failure to successfully pass a clinical education experience will require the student to repeat an experience that is designed to specifically target the area of deficiency. The student must successfully complete this experience to meet the requirements for graduation. The ACCE will be responsible for setting up and scheduling the



remediation process with an affiliated clinical site. Please refer to Clinical Education Manual for further information on Clinical Education Remediation.

Termination Due To Violations

The following are considered violations and student may be subject to dismissal:

- a. the student has been offensive in his conduct toward a fellow student, faculty, staff, or administration.
- b. student suffers from some permanent chronic mental ailment which incapacitates him/her from performance in the classroom.
- c. the student has violated any lawful regulation when such violation amounts to a serious breach of discipline which may reasonably be expected to result in an accident or lower morale in the school
- d. that the student through negligence or willful conduct has caused damage to school property or waste of school supplies.
- e. the student has been intoxicated while in school or found in possession of an illegal substance.
- f. the student has misappropriated school property or has illegally disposed of it.
- g. the student has violated copyright laws as stated in the SABER College Catalog.
- h. the student has committed plagiarism. A student will have committed plagiarism if he/she reproduces someone else's work without acknowledging it's source; or if a source is cited which the student has not cited or used. Plagiarism will also occur in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group.
- i. the student has violated sexual harassment laws as stated in the SABER College Catalog.
- j. the student has been found to be in possession of weapons of any kind, as defined under the City, State, or Federal Law.



- k. the student has been found to be cheating.
- l. the student has been charged with a felony

If student commits any of the violations above, the student will meet with the Dean of Academic Affairs and Program Director. Appropriate course of action will be taken on an individual basis ranging but not limited to probation, withdrawal, or termination from the PTA Program.

Termination by “Due Process”

The school reserves the right to ask a student to withdraw from the program for any of the following additional reasons:

1. Unsatisfactory academic or clinical performance
2. Unsatisfactory demonstration of the expected values based behaviors
3. Ethical and/or social misdemeanor such as cheating on exams
4. Violation of attendance policies
5. Violation of school or PTA Program policies

“Due Process” will be observed as follows:

1. Evaluation – a student having difficulty will be given a “deficiency notice” at the time of a formal advising session that will take place at least once a semester.
2. Recommendation and re-evaluation – a corrective action plan will be drawn up together with the student delineating activities to be followed, goals and timeframes.
3. Probation – if the student fails to show evidence of improvement, the Program Director may choose to place the student on probation for a stipulated period of time. During this period satisfactory performance must be maintained at all times (e.g. no absences, tardiness, test failures, etc. will be accepted.)
4. Termination– If at the end of the probationary period, the student has made little or no improvement, the student may be placed on a Hold from the PTA Program or terminated. If placed on Hold, the student



will be allowed to resume courses failed or not completed the following year when the course is offered again.

Grievance

- A student who feels he/she may have been unjustly treated may appeal the policy or procedure.
- The purpose of this process is to provide an equitable process of resolving student grievances.
- Student with a complaint should discuss it first with their instructor.
- If conflict is unresolved, student may then submit a written grievance and meet with the Dean of Academic Affairs (DAA) and/or Director within three days of having met with instructor.
- DAA must inform SABER College's Chief Administrative Officer of the grievance within 24 hours of meeting with student.
- If at this point conflict remains unresolved, student can then meet with the Academic Affairs Committee, comprised of faculty and administrative staff.
- The student will be able to equitably express their position on the issue, and if available, provide documentation to substantiate their position.
- The Academic Affairs Committee will consider all sides and render a decision on the disposition of the policy violation or other issue.
- Provisions for resolutions shall be concluded within ten (10) business days after receipt of the written grievances.
- In cases when these informal meetings do not resolve the conflict, student may then appeal and file a grievance to:

Commission for Independent Education

325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200

Council on Occupational Education

7840 Roswell Road, Building 300
Suite 325
Atlanta, Ga. 30350
Toll free: (800) 917-2081
www.council.org



Commission of Accreditation in Physical Therapy (CAPTE)

3030 Potomac Ave., Suite 100

Alexandria, VA 22305-3085

Toll free: (703) 706-3245

Email: accreditation@apta.org Website: www.capteonline.org

Complaints about the program may be directed to CAPTE using the above contact information. It is recommended that the college's Grievance Policy and due process procedures have been followed for complaint resolution prior to contacting CAPTE.

Graduation Requirements

The curriculum of the PTA Program is designed to guide the student in developing the necessary skills to safely and satisfactorily practice as a Physical Therapist Assistant and to prepare the student in successfully completing the licensing requirements in the State of Florida.

Requirements for graduation from the PTA Program will include the following:

- Completion of all courses with a minimum of 77% overall average for each course.
- Successfully pass all lab skills competency check offs
- Successful completion of all laboratory practical exams with a passing grade of 77% ensuring passing of all safety components.
- Satisfactorily pass all 3 clinical education experience courses with rating at "entry level" for all applicable criteria on the CPI at the final evaluation.
- Method of evaluation of coursework, lab, and clinical experience will be based on course syllabi.
- Completion of required program hours.
- Take an NPTE for the PTA practice exam.
- Comply with the policies of the PTA Program of SABER College
- Demonstrate Professional Behaviors May et al. 2010
- Demonstrate employability and occupational skills by complying with the rules, regulations, and attendance policies of the program.
- Develop and use appropriate verbal communication and listening skills with peers, school staff, faculty, and patients.
- Demonstrate ethical responsibilities in the classroom and clinical experience



- Fulfillment of all monetary obligations to the school.

Licensure Examination

It is mandatory for graduates of the program to become licensed if they wish to practice in the state of Florida. Students will perform 2 practice exams during the terminal course of the program PTA 2000. For licensure examination details, you can go to the following web-site:

<http://www.doh.state.fl.us/>

Alumni Responsibilities

It is very extremely important for program to assess how successful students are in attaining entry level competence as physical therapist assistants. Therefore, once you have graduated, we will be sending you a graduate survey that helps the program in assessing the quality and effectiveness of the program. The graduate survey will provide the program essential feedback to help us continue to grow and improve the program. Upon graduation, students will be asked to participate in the SABER College PTA Program Alumni Group. Students will have the opportunity to participate mentoring future PTA's and promoting life-long learning.

PROGRAM POLICIES

Respiratory Viruses and COVID-19 Protocol

At SABER College, it is our priority to keep our students and their families healthy. We will abide by governmental guidelines when necessary and possible as we strive to balance public health concerns with the needs of our college. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of faculty, staff, and students. We understand that every student's situation is different and encourage those with



specific risks or concerns to reach out to their program director, dean or student advisor to discuss alternate arrangements, should they be necessary.

SABER College participates in core prevention strategies including:

- **Practicing good hygiene** by covering coughs and sneezes, washing or sanitizing hands often, and cleaning frequently touched surfaces.
- **Taking steps for cleaner air** such as purifying indoor air.

When people a student, faculty, or staff member gets sick with a respiratory virus, SABER College will follow the updated guidance from the CDC which currently states that they stay home and away from others. The recommendations suggest returning to normal activities when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone without use of a fever-reducing medication. Once you can return to campus, you are encouraged to take additional prevention strategies for the next 5 days to curb disease spread, such as taking more steps for cleaner air, enhancing hygiene practices, wearing a well-fitting mask, keeping a distance from others, and/or getting tested for respiratory viruses. If students, faculty, or staff members are outside of campus such as in clinical experiences, they will follow the procedure of that site as indicated.

SAFETY IN CLASSROOM AND LABORATORY

Students will be exposed to the requirements for environmental and patient safety in the physical therapy clinic and will share responsibility with faculty for routine safety inspection of the equipment and the environment. To ensure safety while participating in the PTA Program at SABER College, safety issues will be discussed in several courses throughout the program. The following are a list of basic safety procedures that need to be followed during participation in the PTA program. Further details will be introduced as appropriate, throughout the program. Students will receive orientation that includes rules and procedures for safety in classroom and laboratory.



Safety and use of common sense is of utmost importance to protect students, faculty, staff and patients. This includes using appropriate precautions for infection control, electrical and other equipment safety, body mechanics, spills and other hazards on floors, and chemical safety. It is imperative to develop good safety habits from the first day of the program.

Safety precautions will be taught for each piece of equipment and procedures in association with that piece of equipment will be discussed. Students who do not understand or have questions regarding equipment or procedures, should seek the help of the instructor. Substances such as alcohol, lotions, gels, etc. will be handled and disposed of according to published and posted guidelines in the lab. Students should report any piece of equipment that appears unsafe to the instructor. Any equipment noted to be inoperable is to be tagged as out of order. All equipment shall be maintained and tested for electrical leakage and calibrated at least once a year by a qualified biomedical engineer or certified vendor.

SABER has a developed Plan to ensure that all equipment used in the program lab is safe (appropriately maintained and calibrated). SABER has a contract with Dolphin Med Equipment and Supplies to ensure that all equipment used in the program lab is safe (appropriately maintained and calibrated). SABER has a contract as well with One Source Waste Services LLC. Annual safety checks will be performed.

Lab Equipment: This equipment is expensive and can be dangerous if misused. All lab equipment must be kept clean and treated with respect.

Participation of “patients” may be included in lab courses to allow student’s exposure and observation of patient case scenarios. Participants must sign a waiver prior to participation.

Exposure to Body Substances and Hazardous Materials

Personal Protective Equipment (PPE) should be worn at all times when performing direct patient care and/or when simulating patient care in the PTA laboratory setting.

All hazardous material will be marked accordingly and will have a Material Safety Data Sheet (MSDS) available in a notebook located in proximity to where the material is housed. All hazardous material will be disposed of in accordance to its data sheet.



Soiled linen will be placed in a linen cart in the laboratory so it may be laundered. Linen saturated with blood and/or body fluid will need to be disposed of using a biohazard bag. The course instructor should be notified if this type of disposal is necessary.

A First Aid Kit will be located in the PTA laboratory and may be to address minor incidents in the lab.

Students who sustain major injuries, or those requiring immediate medical attention, should seek out medical treatment immediately by calling 911. Transportation and all medical expenses are the responsibility of the student.

On-campus Incidents and Accidents

All accidents and incidents must be treated as appropriate and reported. The following procedure is to be followed in the event that a student is injured while on campus:

Seek appropriate emergency care: If the injury is of a serious nature, call the EMS at

911. If the injury is not serious enough to require paramedic attention, take appropriate first aid measures and medical follow-up care. The student is responsible for all costs of medical care.

All involved individuals must complete an Incident Report and submit the form to the Program Director within two working days of the incident/accident. The report shall include the date and time of the incident, as well as details, including procedure being practiced, where and how the incident occurred, and any other pertinent information.

PTA LABORATORY Guidelines for Conduct

A significant portion of the learning experiences in the PTA program is in the laboratory setting. To ensure the learning experiences are successful, lab rules and procedures have been developed. These rules will be reviewed at the beginning of each semester that contains a laboratory component.

Lab activities will require students to perform various interventions upon each other. Students will role-play as assistant and at times as patient. Students will also at times be videotaped, audio taped or photographed for educational purposes.



Most laboratory experiences will include physical contact between students and between the faculty and students. This provides an opportunity to develop appropriate professional touch, which is necessary during patient care. Inappropriate touch or inappropriate comments will not be tolerated. Each individual's personal space will be respected. If at any time a student feels they are being touched inappropriately or are receiving inappropriate communication, it is his or her responsibility to notify the course instructor. The instructor will counsel the student and determine a course of action. If the issue is not resolved, the instructor and/or the student will then communicate the issue with the Program Director, and the Academic Dean, as appropriate. A meeting will be held with the offending student and a course of action will be determined. If the offending student continues to demonstrate inappropriate behavior, the offending party will be asked to leave the program.

PTA Laboratory Rules for Safety

1. Book bags will need to be placed in the designated storage area for safety.
2. Students may not use cellphones inside the lab.
3. No food or drinks except water in a sealed lid container.
4. Keep lab neat and clean. Clean up all trash, put away all supplies and equipment, and clean up all spills on floors.
5. To decrease the potential for spread of infection, students and faculty will follow universal precautions, which include washing hands at the beginning of every laboratory session and after working with a fellow student. If a student has an open wound they will be required to ensure it remains covered during lab activities. Personal protective equipment (e.g. gloves) is available at all times for student and faculty safety. Students are expected to clean plinth and mat tables after each lab session.
6. Students must wear appropriate lab attire. For females, sports bras and tank tops with shorts will be most appropriate. For males, a pair of shorts and loose fitting top. It will be important to expose the upper back and chest, so men will need to be shirtless occasionally. Always be prepared to change into lab clothes. Failure to dress in appropriate attire for lab will be detrimental to learning and the student may be asked to sit out the lab session at the instructor's discretion.
7. Hair should be pulled back and secured. Men should keep facial hair neat.
8. Nails should be kept neat and trimmed.



9. Remove all excessive jewelry. Only wedding bands (no diamond rings with high settings) and small earrings that do not dangle may be worn. (A watch is a tool.)
10. Draping is a taught/learned proficiency; you need “real” opportunities. Therefore, students should practice appropriate draping during all lab activities.
11. Students must refrain from playing with lab equipment.
12. Use equipment only for its intended purpose.
13. Do not mark on any skeletons or models with a pen or pencil.
14. Be sure that all model parts are put back together after you use them. Never take anything apart unless it was designed to take apart and you have permission to do so.
15. Always unplug equipment by the plug, not the cord.
16. Be sure all equipment is in the "off" position before applying it to or removing it from another person.
17. Always check to ensure electrical equipment has undergone safety checks within the previous year.
18. Any real or potential equipment safety concerns discovered by students should be immediately reported to a PTA Program faculty member and should be labeled or taken out of use until deemed safe.
19. All chemicals used in the PTA program will be properly identified and the Program Director will ensure a MSDS is kept in the lab where it will be readily accessible to students and faculty as needed.
20. Students may use the lab for independent study during scheduled open lab periods or special arrangement with the instructor. Students may not use any electrical equipment except battery operated TENS, muscle stimulators, and EMG units if an instructor is not present. Only procedures that have been demonstrated and practiced during regular lab times are to be practiced during an open lab.
21. Students may not use lab equipment on family/friends and all equipment must remain in the lab.
22. Students may be videotaped during lab practical exams for instructor review and/or self-assessment purposes.

Safety:

If safety considerations are not followed, a written warning shall be given. Repetitive warnings will lead to probations and possible withdrawal from program.

If at any time a student is found to be practicing in an unsafe manner, the instructor will immediately alert the student to the deficiency. If the student continues to demonstrate unsafe habits or practices the student’s assigned advisor will consult with the student and a formal performance agreement will be created. If the student is unable



to meet the requirements and expectations of the performance agreement due to continued unsafe practices, the student will be removed from the program.

Laboratory Skills Practice

Students will be given the opportunity for practice and feedback during laboratory contact hours. Additionally, open lab hours will be offered after class proctored by an instructor. During this time, students will have increased opportunities for increased practice and feedback of skills covered to date. Students must abide by laboratory rules during open lab hours. Extra hours may be given upon student request.

Informed Consent for Laboratory

Students must sign a *Student Informed Consent and Liability Waiver for Laboratory Activities* prior to commencing laboratory courses. The clinical or lab instructor may deem it necessary for a student to practice a treatment procedure student to student or student to instructor before implementing the procedure on a patient. Any student who feels uncomfortable about receiving or giving practice treatments of said procedures has the right and the responsibility to discuss their concerns with the Instructor and/or Program Director before the onset of the activities. Measures should be taken to ease the person into full participation as appropriate. If the student has any contraindication with regards to receiving any practice treatment the student must have a written note from a physician excusing them from receiving the practice treatment. Continued non-participation may have a negative impact on the student's grade.

Confidentiality of Student Records: FERPA

Student records are kept in the program office in a locked fire proof-safe. Student information is not shared with anyone other than student unless student has given written and signed permission. FERPA is the Family Educational Rights and Privacy Act. SABER College adheres to all FERPA guidelines and requirements. For more information refer to SABER College's Catalog or visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.



Confidentiality of Patient Information HIPAA

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (1996)

HIPAA will be discussed more in length throughout your physical therapist assistant program. Here is a brief description of what HIPAA involves. HIPAA, which stands for the American Health Insurance Portability and Accountability Act of 1996, is a set of rules to be followed by doctors, hospitals and other health care providers. HIPAA took effect on April 14, 2006. HIPAA helps ensure that all medical records, medical billing, and patient accounts meet certain consistent standards with regard to documentation, handling and privacy. HIPAA compliance can be summarized by the three major rules or standards:

HIPAA PRIVACY RULE

The HIPAA Privacy Rule mandates the protection and privacy of all health information. This rule specifically defines the authorized uses and disclosures of "individually-identifiable" health information.

HIPAA TRANSACTIONS AND CODE SET RULE

The HIPAA Transaction and Code Set Standard addresses the use of predefined transaction standards and code sets for communications and transactions in the health-care industry.

HIPAA SECURITY RULE

The HIPAA Security Rule mandates the security of electronic medical records (EMR). Unlike the Privacy Rule, which provides broader protection for all formats that health information make take, such as print or electronic information, the Security Rule addresses the technical aspects of protecting electronic health information. More specifically, the HIPAA

Security standards address these aspects of security:

1. Administrative security - assignment of security responsibility to an individual.
2. Physical security - required to protect electronic systems, equipment and data.
3. Technical security - authentication & encryption used to control access to data.

(From: <http://www.hipaaguidance.com/>)



Informed Consent and Patient Right of Refusal

Students must introduce themselves as “Student Physical Therapist Assistants” to all patients they come in contact with while in the program both in lecture/laboratory courses and clinical education experiences. Students should understand that patients have and should be given the right to refuse observation and/or treatment by students.

Rules of conduct

General Rules of Conduct

1. Students will help maintain a clean environment and project a professional image at all times.
 - a. No eating or drinking in the classroom except water in the labs in a sealed lid container.
 - b. No smoking is permitted anywhere in the building, as SABER College is a smokefree environment.
 - c. Place all waste paper, coffee cups, bottles, and other trash in designated receptacles.
 - d. Do not leave any personal belongings on the shelves, chairs, or desks as SABER College is not responsible for any lost or stolen items.
2. No food or articles are allowed to be sold by students anywhere on school grounds.
3. Students should wear appropriate clothing. Students must wear uniforms when in class and clinical experience.
4. Cellular phones, beepers, and watches with alarms must be in silent mode.
5. No bicycles or motorcycles are allowed in the classroom or corridors.
6. SABER College does not allow children to be on school property without supervision. We are not responsible for any children or young adults as they are not in our care. Parents must make prior arrangements and not take children with them to class.
7. A student must be registered to attend class. Friends, children, or other relatives cannot accompany students to class.



8. Students are to park their cars in the school's parking lot. If it is necessary to park on the street in front of a residence, do not block the driveway. Please observe and respect all traffic signs on school property and in the neighborhood. In cooperation with the Miami Police Department, illegally parked cars will be ticketed or towed. Tickets and towing charges may exceed \$100.00
9. No visitors are allowed on the school property unless they obtain a pass from the main office.
10. Students are to abide by an honor code as absolutely no cheating is allowed.
11. English must be spoken at all times during lecture, lab, and clinical experience, as classes are all delivered in English.
12. Use of dictionaries/translators, calculators and other electronic devices such as computers, is strictly forbidden during quizzes, tests, exams and clinical rotations.
13. Computers may not be used during courses unless otherwise requested by the instructor.
14. School reserves the right to administer exams at hours other than the scheduled class hours. School reserves the right to assign students to classrooms and seats as deemed best by the Program.
15. All books, notes and other items must be placed in the front or sides of classrooms during quizzes, tests, or exams. No exceptions will be made unless instructor gives permission as in an open book exam.

PTA Rules of Conduct

1. Students must be prepared for class at all times
2. Class participation is strongly encouraged. However, courtesy must be observed at all times, only one student should talk at once.
3. Student is expected to remain in class until dismissed by the instructor.
4. Ethical practice in the clinical site requires that students address members of the staff as Mr., Mrs., or Ms. If protocol requires another mode of address, student should follow that mode. Student must never address staff or patients as "Dearie", "Mi Amor", or other terms of endearment. The school encourages friendliness, not familiarity.



5. Students will not eat, drink or chew gum in the classrooms or clinical experience rotation.
6. Confidentiality must be observed at all times. Students must refrain from discussing patients at home. Patient information must never be photocopied. This is a breach of confidence and grounds for dismissal. Students must sign a Confidentiality Agreement Form.
7. Student must carry with him/her supplies needed for the courses and clinical experience at all times.
8. Each student is responsible for keeping his/her own area clean and orderly.
9. Student is expected to put paper into wastebasket and replace chair and desk in appropriate alignment before leaving the classroom. Instructor may assign a student to tidy the classroom and erase the boards, and you must contribute to this task
10. Students must check emails daily as important information may be shared via this medium.
11. Students are encouraged to download and access Google Drive as powerpoints and other information will be uploaded into a secure folder for your PTA cohort. (All this information will be provided in hard copy and may be emailed upon request)

Attendance

Attendance is of paramount importance at the college. Professional Behaviors, which are taught as part of the curriculum, are required in this program. The patient's welfare depends on it.

- Regular attendance is required for the student to take full advantage of the curriculum offered and attendance is taken in all classroom and laboratory sessions, clinical education experiences, and in required school or program sponsored functions on or off campus.
- If you will be absent for a class, you must email the instructor **prior to the start of class** and include your name, date and reason for absence, and name of course missed (specify if lecture or lab component or both). This is a required professional behavior in the program.
- If absences are occurring, student will receive a warning notification and a counseling record will be established. Program Director will diligently work with student to try and help solve any problems that may be affecting attendance.



- Classroom and Lab attendance on a daily basis is mandatory and the college does not allow absences of more than 7% of clock hours for each course.
- A student may not miss more than 7% of clock hours in each course. If cumulative absences exceed 7%, the student may fail that course. Any absences, including illness or medical conditions may not exceed the maximum absenteeism time allowed of 7% of the total clock hours for each course. Absences exceeding 7% of the course clock hours may result in failure of the course unless absences are approved by Program Director. Program Director will take into account the reason for absences, academic standing, make up work, and professional behaviors during absences.
- If student fails a course, he/she must follow re-admission policy/procedures into the PTA Program
- If student misses 4% of clock hours during any course, academic grades will be evaluated, and if student is performing below a “B” average, the student may be placed on probation.
- All classroom and lab work missed, including quizzes, exams, skills checks, lab practicals, assignments, and presentations must be made up. It is the student’s responsibility to find out what he/she missed and to contact faculty to determine how and when missed work will be made up. Students must meet with faculty immediately upon their return to class to schedule the missed work. Reduction of 10 points on quizzes and exams may result for failure to do so. For lab courses, students must make up all lab time missed. It is the student’s responsibility to meet with another student who was present in the lab class missed to review and practice skills covered in that session. Student will be required to complete the Lab Class Make up Form. For lecture courses, it is the student’s responsibility to ask another student for the content that was covered and get the notes missed.
- When an instructor and/or department identifies a pattern of absences on test days, the department will meet with the student to discuss the problem and the student may be placed on probation.
- Upon the request of an instructor, a student may be required to obtain a written statement from a physician for an absence due to illness. An absence of more than two (2) days must be documented by a physician.



Tardiness or leaving early

- Student arriving after the scheduled class time will be marked tardy.
- Any time after the scheduled class time and half an hour, a half hour will be deducted. Any time over that will be deducted on a half hour basis.
- Frequency in late arrivals or leaving prior to completion of class or clinical experience, will establish doubt as to the student's ability to be a dependable employee, and denotes unacceptable performance, poor attitude and lack of interest in the program.
- After the 3rd tardy, student may be placed on probation and must meet with the Program Director to establish a plan for timely attendance to class. Approving tardiness and/or leaving class early are determined by the Program Director and/or PTA Program Faculty on an individual basis.
- All classroom and lab work missed must be made up. Refer to Attendance Policy for further details.
- Same procedure as above will be followed for leaving early or returning late from scheduled break during class.

Student Uniforms and Dress Code

It is the responsibility of each student to purchase the approved uniform for SABER College PTA Program.

- School will inform students of where to buy the approved PTA Program school uniform in the PTA Program Acceptance Packet.
- PTA students are required to wear the approved navy blue scrubs with the official SABER College PTA Program embroidery and sneakers.
- While a student in our program, you will be required to wear proper student uniform at all times except while in laboratory activities.
- For this reason, school encourages you to have at least 2 uniforms.



- During clinical education, you must abide by the student uniform code required by the clinical site where you are conducting your clinical experience rotation. You may wear your school uniform if the clinical site allows.
- Lab courses will require the students to change into appropriate lab attire which includes loose fitting shorts/shirts, sneakers, and sports bras for girls.

Note: We encourage the student to keep all receipts for uniforms bought. Under no circumstances will students be allowed to wear uniforms except those selected and approved by the school.

Well groomed encompasses the following:

1. Uniforms - Clean, well-fitted and ironed.
2. Shoes – closed sneakers. Clean shoelaces. No open toes or heels.
3. Bathe and use deodorant daily, or as often as needed
4. Hair- clean, appropriate and conservatively styled and restrained off the face and shoulders.
5. Nails – manicured, and of moderate length. Artificial nails are not allowed.
6. Cosmetics – moderate use of blush and lipstick
7. No perfume, cologne or scented lotion when in clinical experience, light scent when in classroom.
8. Jewelry – No jewelry except smooth yellow or white metal band, no stones, small post earrings for pierced ears only.
9. Apparel shall be such that it does not disrupt the classroom atmosphere, become unusually distracting to others, or violate health and safety rules.
10. Hats are not allowed in the school building.
11. Apparel with obscene, suggestive, or drug-related messages is not permitted.
12. T- shirts must have sleeves and sides.
13. Skin-tight stretch pants of any material are not acceptable.
14. Clothing that is torn or excessively worn is not considered appropriate.



Use of Telephones and/or Electronic Devices

- School telephones are to be used by students in case of emergency only and with permission from the instructor. Telephones may be used only during breaks.
- Cell phones are not allowed in classrooms.
- Cell phones may be used outside the campus building during breaks, lunch and before or after class.
- When inside the building, cell phones must be turned off or placed in “vibrate” mode.
- Students may not leave class to answer phones or place calls except in extreme emergencies when previous approval has been obtained from instructor.
- Cell phones are not allowed at the clinical sites or during exams.
- Use of dictionaries/translators, calculators and other electronic devices such as computers, is strictly forbidden during quizzes, tests, exams and clinical rotations unless otherwise stated by the instructor.
- Computers may not be used during courses unless otherwise requested by instructor.

Social Media

Students must demonstrate appropriate and professional behaviors when engaging in social media participation. Students must follow the program’s social media policy. Violation of this policy will result in disciplinary action up to dismissal from the program.

Social Media Policy:

- Students must make sure they are sharing personal views and not representing SABER College.
- Never pretend to be someone else. Tracking tools are available to track anonymous posts.
- Never use harassing, abusing, threatening, endangering, fear-provoking, or harmful language to others.
- Consider that future employers may access social media sites to screen applicants.
- Use appropriate and respectful tone when engaging in online discussion and behavior.
- Students may be held legally liable on what they post on their site or site of others.
- Never use the SABER logo or name for promotion or endorsement



- Never post pictures while on a clinical site or inappropriate pictures while representing or wearing the SABER College uniform.

Field Trips

SABER College recognizes the importance of field trips, student and/or group travel in the learning process. The College further recognizes the importance of appropriate regulations to promote safety, maximize educational value, manage risk, minimize liability, and enable appropriate response in times of crisis. In the interest of student safety, any faculty requesting students to participate in the observational experience must complete a “Field Trip Request” form including information such as: student name, purpose of the trip, destination, time departing and returning, name of accompanying faculty member if applicable and method of transportation. The request form must be forwarded to the Program Director and Dean of Academic Affairs for respective approval at least two weeks in advance of the observational experience. In addition, students are required to sign a field trip permission form.

The program ensures safety of the patients/clients prior to the clinical observation. This is achieved through a written letter of confirmation from the program’s ACCE to the supervising personnel at field trip site. The letter identifies the student’s name and year enrolled in the PTA program. In addition, the letter confirms that the student has received information pertaining to HIPPA, patient confidentiality and universal precautions.



Appendix A

SABER College
PTA Program
Student Informed Consent and Liability Waiver for Laboratory Activities

I understand that as a student in the Physical Therapist Assistant Program at SABER College I am expected to participate in laboratory courses that focus on application of learned physical therapy skills which require that students assume the roles of both patient and therapist. As such, students receive standard practice physical therapy interventions as part of their education including receiving physical agent interventions and providing physical agent interventions to fellow students. It is important to recognize there are risks inherent in receiving some physical therapy interventions. The concurrent coursework provides information regarding the risks, safety precautions and contra-indications for specific interventions and it is the student's responsibility to learn this information and communicate any concerns regarding personal safety with program faculty. If you have a medical/health condition, or personal objection that would preclude your participation in any laboratory experience, it is your responsibility to contact the appropriate faculty member and make arrangements to complete the assigned coursework in an agreed upon, alternative method.

In conjunction with receiving physical therapy interventions, students are required to expose body parts and be positioned correctly for the application of physical therapy data collection procedures and intervention skills. This does not include exposure of genitals or the upper chest for females. Additionally, participation requires that students appropriately touch and palpate body structures on each other. Most laboratory experiences include physical contact amongst students and faculty. This provides an opportunity to develop appropriate professional touch, which is necessary during patient care. Inappropriate touch or inappropriate comments will not be tolerated. If at any time I feel I am being touched inappropriately or if I am receiving inappropriate communication it is my responsibility to notify the course instructor. If the issue is not resolved I then have the right to communicate the concern to the Program Director. I acknowledge that if I am the offending student and I continue to demonstrate inappropriate behavior I may be asked to leave the program.

I further understand that lab activities, competency assessments and practical examinations may at times be videotaped, audio taped, or photographed for instructional purposes. I acknowledge that laboratory practical examinations require me to demonstrate necessary skills on a human subject. I understand the objectives for these lab experiences are to allow me to gain the knowledge and skill I will need to function as a Physical Therapist Assistant and to provide an opportunity for me to gain insight into the perspective and experience of a patient.

By signing this agreement I am stating that I have been informed of the requirements and risks involved and am willing to participate in laboratory activities as described. I acknowledge that the college is not liable for harm sustained during the normal course of program and laboratory activities. By signing this agreement I am stating that I have been informed of the requirements and risks involved and am willing to participate in laboratory activities as described. I acknowledge that the college is not liable for harm sustained during the normal course of program



and laboratory activities, and therefore voluntarily release, discharge, waive, and relinquish all claims of liability against the college of any kind, including but not limited to any and all actions or causes of action for personal injury, or any other damage

(including property damage) occurring as a result of engaging in the laboratory activities, and in any activities or instruction incidental thereto, wherever or however any such injury or damage may occur, whether as a result of the negligence or negligent acts of the college or of any of the college's officers, agents, servants, or employees, or otherwise.

I realize this is not a binding contract and that I have the right to withdraw myself from lab activities if I change my decision at a later date. However, I acknowledge that refusal to participate in structured laboratory learning activities will potentially affect my grade and may prevent me from assimilating the knowledge and skills required for my successful advancement within this program.

I have read and agree to abide by the PTA Program Laboratory Rules and Procedures as published in the PTA Program Student Handbook.

Print name: _____

Signature: _____

Date: _____



**SABER College PTA Program
Mid-semester Advising**

Student Name: _____ **Date:** _____

Progress:

- Satisfactory
- Warning
- Probation

SEMESTER COURSE PERFORMANCE REVIEW:

ACADEMIC PROGRESSION CONCERNS:

PROFESSIONAL BEHAVIORS CONCERNS:

READINESS FOR CLINICAL EDUCATION:

RECOMMENDATIONS/ACTION TAKEN:

Student Signature/Date

**Faculty
Signature/Date**

Date



CORRECTIVE ACTION PLAN

Student's Name: _____ Date: _____

Course(s): _____ Midsemester Advising: _____

NOTICE TO STUDENT

1. The student is presently in academic difficulty in the subject mentioned above, and consequently there is the danger of failure of the course.
2. It is necessary that the cause(s) of this deficiency be understood and the recommendation(s) be followed.
3. Make certain in that you are familiar with the grading system and the suggested amount of coursework required for satisfactory progress in the course.

| | |
|-----------------|--|
| Targeted Areas: | |
| | Attendance problems |
| | Chronic tardiness |
| | Basic skills for subject tend to be lacking |
| | Scores poorly in tests. (<i>At risk for failing as of midterm</i>) |
| | Homework assignments late, poor or incomplete |
| | Lab competencies below minimum standards for Semester at this time |
| | Other: |

| | |
|--------------------|---|
| Recommendation(s): | |
| | More Effort |
| | Conference with Instructor of course(s) |
| | Repeat test(s) or Lab Competencies Skills |
| | Other: Refer to Prof Behaviors Goals and Actions 3 rd Semester |

Suggested plan of action(include objectives, measureable behaviors, and completion dates):

| |
|--|
| |
| |
| |
| |

STUDENT SIGNATURE

FACULTY SIGNATURE



Remediation Form

Lab Referral Form for Skill Competency/Final Lab Practical Remediation

Student Name: _____

Course: _____

Skills Check Title and #: _____

If a student fails to competently complete a lab skills check off, this referral for remediation is issued and the student must demonstrate the skill with 100% accuracy following remediation. This form may be issued by college faculty or clinical faculty.

SKILL TO BE
REMEDIED:
 Intervention
 Data collection
 Other:

PRIMARY
CONCERNS:
 Safety
 Sequencing
 Knowledge
 Other

Print, Signature & Date of Referring Program Faculty or Clinical Faculty

Signature & Date of Student being referred for Remediation

OUTCOMES of REMEDIATION: Remediation activities are determined in collaboration between program faculty and the student. Activities may include referral to course materials, additional readings, observation demonstration, direct instruction, and guided practice. Students and faculty are referred to the specific skills to review the rating criteria. Failure to demonstrate competency may result in unsuccessful completion of corresponding course and withdrawal from the program.

Successful Remediation
 Unsuccessful Remediation
 Comments:

Print, Signature & Date of Faculty:

Signature & Date of Student



Missed PTA Lab Makeup Form

Students who miss laboratory sessions in the PTA Program will be required to make up the session. Student must arrange a time to get together with a peer to review missed material and skills covered. It is the responsibility of the student to find out about missed work and complete any lab assignment missed. Student may meet with the instructor to clarify any questions.

Course Name: _____

Student Name: _____

Peer Student Name: _____

Date of Missed Lab Session: _____

Date of Makeup Session: _____

Student Signature

Peer Student Signature



Request for Review of Examination Question

Students that wish to challenge an exam question must complete this form. Students will have 5 working days from the date of exam to return the form to the instructor providing rationale as to why your answer is best or correct. Students must provide reference with complete citation to support the challenge. The instructor will review the form, make decisions, and inform the students. If a student requires further assistance, you may meet with the instructor during office hours or by appointment to discuss the material in person to promote lifelong learning.

Student Name: _____

Date of Exam: _____

Date of Submission: _____

Course Name: _____

Course Number: _____

Instructor Name: _____

Question Number: _____

Correct Answer: _____

Your Answer: _____

Rationale for your answer:

Reference with complete citation:



HONOR CODE FORM

Academic Integrity Policy

Each student admitted into the SABER College PTA Program is entering a profession where honesty and ethical conduct is a professional and legal responsibility. Students should recognize their responsibility to uphold the *Academic Integrity Policy* and to report violations to the appropriate persons. Each student is required to sign the Honor Code given below on all major work submitted to an instructor. A student's work will not be graded until he/she has signed the statement.

As an entering student at SABER College, I recognize and accept personal responsibility for honesty in all of my work and interactions. I pledge that I will uphold the Academic Integrity Policy of the PTA Program.

In signing the Honor Code, the student indicates his/her knowledge that the *Academic Integrity Policy* governs his/her academic activities at SABER College.

Honor Code: On my honor, I pledge that I have neither given nor received aid during this examination.

Student Printed Name: _____

Signature: _____ Date: _____



RELEASE OF INFORMATION AND INFORMED CONSENT FOR CLINICAL EDUCATION

In order to participate in clinical experiences, it may be necessary for students to have results of drug screenings, HIV testing, criminal background checks, physical exam and immunization records provided to clinical education sites.

Some facilities may require additional screenings, such as a more in depth drug screening and/or a two-step Mantoux test for tuberculosis. Some clinical education programs also require that these screenings have taken place within the last year. Students may need to be re-tested while enrolled in the PTA Program. Students will be advised of any special testing requirements at minimum one month prior to the beginning of the experience.

Students are required to keep copies of all their records and submit copies of records to the clinical sites upon request. A copy of the forms are kept on file at the College and will be submitted to the clinical site upon request if a student has failed to do so or if the student is unable to do so for any reason.

Exposure to various communicable/transferable illnesses may occur during clinical experiences. Students must understand that protection against these conditions (i.e. following safe health practices and becoming immunized) is the student's responsibility.

I have reviewed and understood the information above and give SABER College permission to release this information to potential clinical experience sites.

Student printed name

Date

Student signature



CONFIDENTIALITY AGREEMENT

Students are required to comply with Federal HIPPA regulations, state regulations, and facility policies with regard to privacy of patient and student information.

All information that you learn about a patient is considered to be confidential information. Any information that you learn about a student or faculty during the PTA Program such as laboratory activities is considered to also be confidential information. Confidential information may NOT be posted or discussed in any Internet social media and/or public place, such as the lounge, the halls of school or clinical site, or any similar public place.

Any written information pertaining to a patient must be guarded as confidential. Any written information should stay within the clinical site.

DO NOT DISCUSS CLINICAL EXPERIENCES in any public place, whether or not you refer to the patient by name including Internet social media outlets.

Photocopying of any client records or removal of client records from the clinical site is strictly forbidden.

I hereby acknowledge that I have received instruction related to Federal HIPPA regulations and patient confidentiality. I agree to comply with all Federal HIPPA regulations, state regulations, and PTA Program and clinical site policies with regard to privacy of patient information. **I understand that violations of privacy regulations/policies may result in immediate dismissal from the program, as well as civil and criminal penalties.**

Student Signature

Student's Printed Name

Date



MEDIA RELEASE FORM

I, the undersigned, do hereby consent and agree that SABER College has the right to take photographs, videotape, or digital recordings of me beginning on _____ and ending on _____ and to use these in any and all media, now or hereafter known, and exclusively for the purpose of _____.

I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to SABER College, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that SABER College is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Printed Name: _____

Date: _____

Phone Number: _____

Signature: _____



SABER College
Field Trip/Event Informed Consent Form

Every student participating in a college-sponsored trip must read and sign this consent form prior to the departure of a field trip or the beginning of an event. .

Field Trip/Event: _____

Scheduled Date(s): _____

I, the undersigned, have enrolled and intend to participate in the SABER College sponsored field trip/event identified above. I acknowledge that I have read the course/program outline and voluntarily accept all risks associated with the activities. I have also read the “General Field Trip/Event Expectations” and agree to abide by the indicated directives

I further understand that the College is not an agent of, and has no responsibility for, any third party, which may provide any services including food, lodging, travel, or certain equipment associated with the Trip.

I further understand that participating in any activity is an acceptance of some risk of injury. I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that it is my responsibility to know what personal equipment is required (such as footwear, clothing, and other personal equipment) and provide the proper personal equipment for my participation in the Trip, and to ensure that it is in good and suitable condition. I agree to ask questions to make sure that I know how to safely participate in the activity, and I agree to observe the rules and practices, which may be employed to minimize the risk of injury while pursuing the benefits of the activity. I agree to advise the activity coordinator immediately if I do not believe I can safely continue in the activity. I agree to reduce the risk of injury to myself and/or others by limiting my participation to reflect my personal fitness level, wearing the proper protection as dictated by the activity, not wearing anything that would pose a hazard in the pursuit of the activity, not ingesting or using any substance during the activity which could pose a hazard to myself or others. I agree that if I fail to act in accordance with this agreement I may not be permitted to continue to participate in the activity.

I agree that all College parties are only responsible for the general supervision of the logistical/educational aspects necessary to provide a safe and successful field trip/event and that they cannot and do not guarantee my personal safety.

I further agree that if I drive or provide my own motor vehicle for transportation to, during or from the program site, I am responsible for my own acts and for the safety and the security of my own vehicle. I accept full responsibility for the liability of myself and my



passengers, and I understand that if I am a passenger in such a private vehicle, SABER College and its personnel are not in any way responsible for the safety of such transportation and that SABER College insurance does not cover any damage or injury suffered in the course of traveling in such a vehicle.

I have notified the supervising instructor/staff member of any existing medical condition or medication, which could affect my ability to fully participate in this field trip/event. In the event that any medical attention is needed, I authorize the leader(s) of the field trip/event or any qualified individual to administer the first aid necessary to maintain health until a physician may be reached or other medical assistance obtained. I further authorize any physician to administer such medical or surgical treatment diagnosed as necessary.

By my signature below, I hereby agree to and fully understand all of the above issues/conditions and do accept full responsibility as outlined above. By signing my name below, acting for myself, my heirs, personal representatives and assigns, do hereby release, waive, and forever discharge SABER College, Board of Trustees, their employees, agents and representatives from any and all liability of any and every nature whatsoever, including claims or suits at law or in equity, that I may have, for any and all personal injury, including death, and property loss or damage which may result from my participation in such activity, including while traveling to and from such activity.

Student Name (please print): _____

Cell phone: _____

Student Signature: _____

Date: _____

Name of Emergency Contact: _____

Cell Phone: _____

Relationship to Student: _____



STUDENT RECEIPT OF HANDBOOK

I, _____, have received a copy of the PTA PROGRAM STUDENT HANDBOOK.

I understand the information contained within this handbook and have been given the opportunity to ask questions about any information I do not understand.

I also acknowledge that I have read and understand all institutional policies and procedures outlined in the SABER College Catalog.

My signature below indicates acceptance and understanding of all policies and procedures associated with the PTA Program.

Signature

Date



STUDENT EXIT SURVEY

Name (optional): _____ Date: _____

Directions: Circle the number reflecting your opinion on each item below. Use the following key to rate your response:

4= Excellent 3= Good 2= Needs improvement 1= Unsatisfactory

Program Instruction

1. Instructors encourage and explain use of learning support methods to provide feedback for student progress throughout program.
1 2 3 4

2. Program grading standards are clearly communicated.
1 2 3 4

3. Instructors grade fairly using clearly identified expectations.
1 2 3 4

4. Instructors explain assignments clearly.
1 2 3 4

5. Instructors use all supplemental materials and books required for the program.
1 2 3 4

6. The faculty is knowledgeable in their teaching areas.
1 2 3 4

7. The faculty is effective in their teaching methods.
1 2 3 4

8. There is adequate technology to support instruction in the classroom. (Online access, DVD player, Computer/Projector)
1 2 3 4

Technical Preparation

1. The program provides quality lab practice time in preparation for clinical affiliation.



1 2 3 4

2. Affiliation sites for the program provide adequate learning experiences.

1 2 3 4

3. The program has adequate lab space to meet learning needs.

1 2 3 4

4. The program has adequate classroom and study space to meet learning needs.

1 2 3 4

5. The program has sufficient equipment and supplies to meet learning expectations.

1 2 3 4

6. The program prepared me academically and behaviorally for clinical experiences.

1 2 3 4

Communication

1. Instructors are available for academic help, guidance, and support during non-classroom time.
(Office hours, other)

1 2 3 4

2. Instructors respond to student communication, including complaints and grievances in a timely manner.

1 2 3 4

Overall Program

1. The program reflects current trends in physical therapy practice.

1 2 3 4

2. The program encourages personal and academic growth.

1 2 3 4

3. Rate your understanding of the program policies and procedures based on orientation and handbook information.

1 2 3 4

4. The program provides quality preparation for the NPTE.

1 2 3 4



5. I would recommend this program to others interested in the profession.

1 2 3 4

6. The order of courses within the program supported my academic success and helped me understand and master the skills needed to be successful in affiliations.

1 2 3 4

Overall College

1. The college provides adequate communication to and with students.

1 2 3 4

2. The college provides adequate student services in the area of Admissions, Registration, and Financial Aid.

1 2 3 4

3. The college provides adequate library and computer resources to support learning expectations and assignments.

1 2 3 4

4. The Admissions Process included accurate admissions information and was a fair process equitably applied.

1 2 3 4

5. Students have adequate access to technical support. (Library, Online Courses)

1 2 3 4

Add any additional comments regarding the program that you would like to share.

1. What changes would you recommend for the next entering class of this program? Be specific.

2. What areas of instruction do you feel need to be covered more thoroughly?

3. What areas of instruction did you find most and least valuable?

4. Other comments. (Teaching methods, instructor feedback, length or order of the program, etc.)



PTA PROGRAM GRADUATE SURVEY

Dear (Name of Graduate),

In order to fully evaluate and improve the SABER College Physical Therapist Assistant Program, we are asking you to complete this survey. Your comments are important for future program improvement and development. Your response will be tabulated with other surveys, and will be anonymous.

Date: _____

Directions: Please check all options that apply to you and your current position

Present Employment Status:

- ____ I am employed full time as a PTA
- ____ I am employed part time as a PTA
- ____ I am not employed as a PTA at this time. If yes, are you employed in another field
- ____ I am not seeking employment at this this time

Type of Employment:

- ____ Hospital ____ Sub-Acute Rehab
- ____ Home Health ____ Acute Rehab
- ____ School System ____ Other
- ____ Outpatient Clinic

1. Have you taken your PTA licensure exam?

Yes No If yes, date of NPTE _____ . Passed on 1st try: Yes No

2. Do you feel that you were prepared to pass the PTA licensure exam?

Yes No

3. Do you feel that you were prepared for employment as a physical therapist assistant?

Yes No

4. Would you recommend others who are interested in the field of physical therapy to the SABER College Physical Therapist Assistant Program?

Yes No

5. Have you participated in life-long learning such as continuing education courses, in-services, APTA membership, journal reading/subscription?

Yes No



6. Are you currently a member of the APTA?

Yes No

For this section of the survey, please refer to the responses below. Circle the appropriate selection for each question. If you rate any area less than a 3, please provide comments below.

1 Strongly Disagree

2 Disagree

3 Agree

4 Strongly Agree

N/A Not applicable

7. I feel I was prepared for entry level performance in the following areas:

- | | |
|---|-------------|
| a. patient basic care skills | 1 2 3 4 N/A |
| b. anatomy & kinesiology | 1 2 3 4 N/A |
| c. physical agents | 1 2 3 4 N/A |
| d. patient data collection | 1 2 3 4 N/A |
| e. knowledge in patient diseases/conditions | 1 2 3 4 N/A |
| f. documentation | 1 2 3 4 N/A |
| g. medications | 1 2 3 4 N/A |
| h. therapeutic exercises | 1 2 3 4 N/A |
| i. neurorehabilitation techniques | 1 2 3 4 N/A |
| j. pediatrics | 1 2 3 4 N/A |

8. I demonstrate safe and effective application of treatment techniques within the physical therapy plan of care.
1 2 3 4 N/A

9. I demonstrate effective communication, critical thinking, and planning skills necessary to work in the field of PT.
1 2 3 4 N/A

10. I demonstrate the skills and attitudes necessary for life-long learning.
1 2 3 4 N/A

11. I demonstrate safe, effective, moral, ethical and legal behaviors within the scope of PT practice.
1 2 3 4 N/A



12. Do you have any suggestions for improvement in the SABER College PTA program?

Comments:

Thank you for completing this survey. Your comments are important for our program development and improvement. Please feel free to contact us if there are any additional questions or comments.

Karen Flynn, PT, MS
Director of Physical Therapist Assistant Program
Email: Karenf@sabecollege.com
Phone: 305-443-7190 Ext 244
Address: SABER College PTA Program
3990 West Flagler Street Suite 103
Miami, FL 33134



Appendix B

STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT

HOD S06-09-20-18 [Amended HOD S06-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08] [Standard]

PREAMBLE

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

STANDARDS

STANDARD #1:

Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

STANDARD #2:

Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.



2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.

2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

STANDARD #3:

Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

3A. Physical therapist assistants shall make objective decisions in the patient's/client's best interest in all practice settings.

3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

STANDARD #4:

Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other health care providers, employers, payers, and the public.

4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.



4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).

4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.

4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.

4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

STANDARD #5:

Physical therapist assistants shall fulfill their legal and ethical obligations.

5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.

5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority

STANDARD #6:

Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

6A. Physical therapist assistants shall achieve and maintain clinical competence.

6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.



6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

STANDARD #7:

Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.

7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients

STANDARD #8:

Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapy services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.



Minimum Required Skills for the Physical Therapist Assistant

Students should refer to the APTA website (www.apta.org) for specific information about the Minimum Required Skills for the PTA. Students will demonstrate and perform these skills prior to graduation.

SABER College PTA Program Curriculum Plan with Course Descriptions

1st Semester – (Semester Credit Hours 16, Clock Hours 255)

ENC 1101 English I (Credit Hours 3, Clock Hours 45)

In this course, through a variety of writing projects the student develops competence in writing clear, correct, and effective English prose.

MAC 1105 Applied Mathematics (Credit Hours 3, Clock Hours 45)

This course develops student's ability to think logically and quantitatively. Some of the topics included are: set theory, algebra, number theory, geometry, measurements, graphs, probability theory and statistics.

PSY 2012 Introduction to Psychology (Credit Hours 3, Clock Hours 45)

This course studies the mental processes and behaviors

BSC 2085 Human Anatomy and Physiology I (Credit Hours 3, Clock Hours 45)

This course provides a basic understanding of the human body, its systems and their functions.

BSC 2085L Human Anatomy and Physiology I Lab (Credit Hours 1, Clock Hours 30)

This course consists of the laboratory for **BSC 1001**.

BSC 2085L Applied Medical and Healthcare Terminology (Credit Hours 3, Clock Hours 45)

Concepts and vocabulary of health disease, disability, causation, prevention treatment and classification.

2nd Semester – (Semester Credit Hours 17, Clock Hours 300)

ENC 1002 English II (Credit Hours 3, Clock Hours 45)



In this course, the student will continue to learn and practice the skills of clear, correct and effective English, by means of writings, conversations, and reading of essays, short stories, and poems.

BSC 2086 Human Anatomy and Physiology II (Credit Hours 3, Clock Hours 45)

This course is a continuation of **BSC 1001**

BSC 2086L Human Anatomy and Physiology II Lab (Credit Hours 1, Clock Hours 30)

This course is the laboratory for **BSC 1011**

PTA 1001 Introduction to Physical Therapist Assistant with Lab (Credit Hours 5, Clock Hours 105)

Course Description

This course introduces students to the historical background, philosophy and goals of physical therapy as a profession. It incorporates discussion on legal and ethical issues, educational requirements, supervisory relationships between the Physical Therapist and the Physical Therapist Assistant, the role and scope of practice of the Physical Therapist Assistant, and current developments related to physical therapy. Students gain knowledge and develop competency in basic physical therapy skills such as communication, documentation, taking vital signs, infection control, patient positioning and transfers, and safe wheelchair and gait training.

PTA 1401 Applied Anatomy and Kinesiology with Lab (Credit Hours 4, Clock Hours 75)

Course Description:

This course is designed as part of a continuum in the application of clinical anatomy and kinesiology to facilitate analysis of functional movements including normal and abnormal posture and gait. The focus is on the relationship between joint and muscle structure and function. Students will gain knowledge and develop competency in assessment of body landmarks, palpation, Performance of PROM, AAROM and AROM joint motions, muscle actions, posture, and gait.

3rd Semester – (Semester Credit Hours 16, Clock Hours 300)

DEP 2000 Developmental Psychology (Credit Hours 3, Clock Hours 45)

This course focuses on the nature of human behavior as a dynamic developmental phenomenon.

PTA 1501 Test and Measurements with Lab (Credit Hours 5, Clock Hours 105)

Course Description:

This course focuses on the fundamental examination skills in physical therapy practice. Students are introduced to data collection and the performance of objective tests and measures for the musculoskeletal, neuromuscular, cardiopulmonary, and integumentary systems. Students develop competency in goniometry, manual muscle testing, sensory testing,



upper motor neuron tests, balance and coordination tests, and integumentary, cardiopulmonary, and neurological assessments related to the supervising physical therapist's plan of care.

PTA 1201 Therapeutic Procedures I with Lab (Credit Hours 5, Clock Hours 105)

Course Description:

This course introduces the student to the theories and practical application of physical therapy modalities. The course explains important concepts including inflammation and healing, pain, muscle tone, lymphatic and vascular system and motion restrictions which are the primary reasons for the use of modalities. The physiological effects, indications, contraindications, precautions, types, and parameters of patient care interventions discussed in this course are presented. The course discusses pathologies commonly treated by therapeutic modalities, including pharmacological treatment discussed in this course with emphasis of the different systems. Students develop competency in commonly used modalities in physical therapy practice such as: superficial heat modalities, cryotherapy, traction, compression, hydrotherapy, and ultrasound and the stages of wound healing. This course explains important concepts of wound care including wound types, burns and stages of healing. Applications of wound care techniques are included.

PTA 1601 Pathophysiology (Credit Hours 3, Clock Hours 45)

Course Description:

This course reviews signs, symptoms and complications of the most common disease processes encountered in physical therapy practice. The essential nature of diseases and abnormalities of body structure and function are covered. Body systems emphasized include endocrine, cardiovascular, respiratory, musculoskeletal, neurological, and genetic disorders. Lifespan considerations in the medical management of covered conditions are presented. The role of physical therapy and the interaction between the medical, therapy, and family members of the health care team in the lifespan management of patient populations is emphasized. The implications of laboratory lab values, medical equipment and lines, and diagnostic testing in modification and progression of physical therapy is explained. Special considerations regarding physical therapy of the critical patient in acute care is discussed. This course also introduces the student to basic pharmacology providing instructions about medications and their effects on different body systems and conditions. It introduces basic concepts of medications including history, drug nomenclature, sources of drug information, federal drug laws and standards, classifications of medications, and variables affecting medication actions and adverse effects of medications.



4th Semester – (Semester Credit Hours 13, Clock Hours 370)

PTA 1301 Therapeutic Exercise with Lab (Credit Hours 5, Clock Hours 105)

Course Description:

This course introduces the student to therapeutic exercise as applied to the physical therapy plan of care for patients with various musculoskeletal and cardiovascular diagnoses. Content includes principles of exercise interventions, cardiac rehabilitation, aquatic therapy, women's health, and management of lymphatic disorders. The course reinforces concepts of posture, kinesiology, and application of data collection skills to the progression of exercise programs. Students develop competency in stretching and strengthening exercises, orthopedic protocols, aerobic conditioning and reconditioning, and balance and coordination exercises.

PTA 1210 Therapeutic Procedures II with Lab (Credit Hours 5, Clock Hours 105)

Course Description:

This course continues the study of theories and practical application of physical therapy modalities. The physiological effects, indications, contraindications, precautions, types and parameters of patient care interventions are discussed in this course. Students develop competency in commonly used modalities in physical therapy practice such as: electrotherapy, NMES, TENS, laser and light therapy, biofeedback, soft tissue massage, and pulmonary techniques.

PTA 1901 Clinical Experience I (Credit Hours 3, Clock Hours 160)

Course Description:

Clinical Experience I is the first of three clinical experiences in a physical therapy setting. This is a 4 week full time clinical experience, approximately 160 hours, in an outpatient orthopedic setting under the direct supervision of a clinical instructor (licensed Physical Therapist or Physical Therapist Assistant). The purpose of this initial experience is to introduce the student to the operations of a PT facility/department including equipment used for treatment, patient flow, and roles and responsibilities of the healthcare team. The focus is on further development of learned skills through application of physical therapy treatment to patients under the direct supervision of a licensed PT and/or PTA. Basic patient care skills, therapeutic exercise, selected data collection techniques, and treatment modalities are emphasized.

5th Semester – (Semester Credit Hours 15, Clock Hours 560)

PTA 1701 Rehabilitation with Lab (Credit Hours 5, Clock Hours 105)

Course Description:

Rehabilitation integrates previously learned and new skills/techniques into the comprehensive rehabilitation of selected conditions implementing a physical therapist's plan of care. Patient conditions covered include but are not limited to traumatic brain injury,



spinal cord injury, cerebral palsy, genetic disorders, developmental disorders, vestibular disorders, burns, and amputations. This course is designed to develop skill in, and understanding of, the underlying principles of complex physical therapy plans of care including motor learning principles. This course includes techniques in therapeutic exercise programs for the covered conditions and neuro-rehabilitation techniques such as proprioceptive neuromuscular facilitation (PNF) and neurodevelopmental treatment (NDT). Topics in prosthetic and orthotic management as well as general methods of facilitating rehabilitation of the patient are presented and discussed. Students develop competency in developmental activities, functional mobility training with neurological patients, prosthetics and orthotics training, use of gravity assisted devices, and balance and coordination exercises.

PTA 1902 Clinical Experience II (Credit Hours 4, Clock Hours 200)

Course Description:

Clinical Experience II is the second of three clinical experiences in a physical therapy setting. This is a 5 week full time clinical experience, approximately 200 hours, under the direct supervision of a clinical instructor (licensed Physical Therapist or Physical Therapist Assistant). The purpose of this experience is to integrate and competently apply all previously learned clinical skills through application of physical therapy treatment to patients. The focus is on progression of clinical skills treating patients with varying conditions at the intermediate level based on the Clinical Performance Instrument (CPI). Implementation of rehabilitation techniques for more complex patients within an established plan of care is emphasized.

PTA 1903 Clinical Experience III (Credit Hours 5, Clock Hours 240)

Course Description:

Clinical Experience III is the final clinical experience in a physical therapy setting. This is a 6 week full time clinical experience, approximately 240 hours, under the direct supervision of a clinical instructor (licensed Physical Therapist or Physical Therapist Assistant). The purpose of this experience is to integrate and competently apply all previously learned clinical skills through application of physical therapy treatment to patients under the supervision of a licensed PT and/or PTA at entry-level. The emphasis of this experience is to integrate special topics, clinical management and current health care issues into the delivery of a comprehensive physical therapy treatment program.

PTA 2000 Review Course for NPTAE (Credit Hour 1, Clock Hours 15)

Course Description:

This course is designed to prepare program graduates for the National Physical Therapy Assistant Examination. It will serve as a review of essential and important physical therapy



concepts. Students will take practice examinations and learn test taking skills. Job preparation skills such as resume development, interview skills, professionalism in the workplace, and the requirements for life-long learning are also included.

Program Summary of Credit/Clock Hour Allocation:

Total Credits:76 credits

Total Clock Hours:1785 clock hours

General Education: 15 credits,225 clock hours

Core Courses:11 credits, 195 clock hours

PTA Technical Education:50 credits, 1365 clock hours

PTA Lecture Instruction:25 credits,375 clock hours

PTA Laboratory Instruction:13 credits, 390 clock hours

Clinical Education:12 credits, 600 clock hours

* Clinical Education courses Clinical Experience I (PTA 1901), Clinical Experience II (PTA 1902), and Clinical Experience III (PTA 1903) are based on a 40 hours a week schedule for the assigned number of weeks. Clinical Experience I will be 4 weeks, Clinical Experience II will be 5 weeks, and Clinical Experience III will be 6 weeks. Students are responsible for their own transportation and housing as needed

| Physical Therapist Assistant Program (A.S) Outcomes Data | | | |
|---|-------|-------|----------------|
| | 2024 | 2025 | 2 YEAR AVERAGE |
| GRADUATION RATE | 88.9% | 88.9% | 88.9% |
| 1 ST TIME LICENSURE PASS RATE | 86.7% | 93.8% | 90.3% |
| ULTIMATE LICENSURE PASS RATE | 93.3% | 100% | 96.7% |
| EMPLOYMENT | 100% | 100% | 100% |