

PHYSICAL THERAPIST ASSISTANT PROGRAM



STUDENT HANDBOOK 2026-2027

Revised April 2026

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Introduction

Welcome to the Physical Therapist Assistant program of Blue Ridge Community and Technical College (BRCTC), located in Martinsburg, WV. The curriculum is designed to help you achieve the knowledge, skills, and professional behaviors that you will need to be licensed and work as a physical therapist assistant.

Policy of Nondiscrimination

Blue Ridge CTC is committed to fostering a diverse and inclusive culture by promoting diversity, inclusion, equality, and intercultural and intercommunity outreach. Accordingly, the College does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression in the administration of any of its educational programs, activities, or with respect to admission or employment. This advertisement is for informational purposes only. Printed and/or electronic documents produced by the College do not constitute a contract, expressed or implied, between an applicant or student. For important information about the educational debt, earnings, and completion rates of students enrolled in Certificate Programs at Blue Ridge CTC, visit: www.blueridgectc.edu/GEinfo

Blue Ridge Community and Technical College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground of blindness or severely impaired vision; by 45 CFR 84, Subpart E, Section 84.42, and by Section 504 Rehabilitation Act of 1973, nor to deny admission on basis of handicap; by 45 CFR 90, 91 not to discriminate on basis of age; and by 45 CFR 86, Subpart C, Section 86.21, not to deny admission on basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the ground of race, color, or national origin. Blue Ridge Community and Technical College is an equal opportunity-affirmative action employer in compliance with Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Education Amendments of 1972), Section 504, Rehabilitation Act of 1973, American with Disabilities Act, and other applicable laws and regulations.

The program is academically challenging and students must make a full-time commitment to be successful. Learning takes place in the classroom, laboratory, and selected health care facilities throughout the state and region.

This handbook is your guide to the policies and regulations that are unique to the program. Because the field of health care is always changing, we reserve the right to make changes in curriculum and program policies as they become necessary. This handbook is not a contract between student and Program.

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Martinsburg, WV 25405
(304) 260-4380, ext 3408
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General Information

Accreditation

BRCTC is accredited by the [Higher Learning Commission](#). The PTA program at Blue Ridge CTC is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, Virginia 22305. Telephone: (703) 706-3245; email: accreditation@apta.org; website <http://www.capteonline.org>.

Occupational Description

The physical therapist assistant (PTA) is a licensed health care provider who works within a physical therapy setting under the supervision of a physical therapist. The PTA assists in the practice of physical therapy by performing patient-related activities delegated by the physical therapist. These activities include performing selected treatment procedures, observing, recording and reporting patient responses. Career opportunities for PTA's can be found in hospitals, clinics, schools, rehabilitation centers, long-term care facilities, offices of physical therapists in private practice, and in home health agencies. PTAs may continue their education and receive a baccalaureate degree in a related field. Technical courses taken as a part of the PTA program do not necessarily transfer for credit toward a degree to be a physical therapist.

Scope of Practice

State law defines the physical therapist assistant role in health care. West Virginia legislation allows a PTA to assist in the practice of physical therapy under the supervision of a physical therapist. A PTA may perform physical therapy procedures but may not interpret referrals, evaluate patients, or plan and modify treatment programs. A PTA may not work in any health care setting unless a physical therapist has an active, ongoing role as prescribed by law.

License Requirements

To be eligible for a license to practice, you must have a Physical Therapist Assistant Associate's degree from a CAPTE accredited program. You must be planning to take the National Physical Therapist Assistant Exam, or have already taken the exam and successfully passed.

The licensing examination, prepared by the Federation of State Boards of Physical Therapy, is given through a Prometric computer center. Rules vary by state as to

when you would be eligible to take the examination. Fees and application procedures may vary slightly by state, as well. Be prepared to pay over \$600 in June to take your examination in July. The permanent license is renewed every two years and 24 clock hours of continuing education per year are required for renewal.

Program Philosophy and Mission Statement

Physical therapy services are necessary to improve the independence and quality of life for persons with disabilities due to neuromuscular disease or injury. A physical therapist and assistant team allow services to be more available.

The Program mission is to prepare graduates to be licensed as contemporary & innovative physical therapist assistants and work in any health care setting so that the physical therapy needs of the diverse citizens in our service region can be met.

Although technical competence is the predominant goal, broader academic abilities are also desired for PTA graduates. The general studies component of the curriculum provides the avenue for developing effective speaking, writing, and thinking skills to form a foundation for lifelong learning.

To fulfill this mission, the Program will:

1. Provide students with a program of study that will assist them in developing the knowledge and skills necessary to pass the National Physical Therapist Assistant Licensure Examination.
2. Provide opportunities for students to apply general speaking and writing skills to physical therapy content.
3. Hold high expectations for student acquisition of academic and clinical skills, and professional behaviors so that our graduates possess entry level skills.
4. Maintain contact with health care providers and consumers in our service region to ensure that the Program remains relevant and continues to serve the needs of all communities of interest.
5. Utilize Evidence Based Practice (EBP) to ensure the content of the program stays congruent with best clinical practice guidelines and with most up to date information in the field.

Admission

Admission to the PTA program is competitive.

A numerical score sheet is used to select 20 students for each class. Points are assigned for grades in all prerequisite courses, volunteer experience, the brief narrative written on the application, and previous degrees earned. For students who use EDGE credits for any of the prerequisite courses, a grade of “B” will be assigned when only P shows up on the transcript. Actual grades will be used for EDGE courses, when they are available. A grade of “B” will also be assigned to any course that is being taken as a 2nd 8 weeks course. Students who have previously earned an associate’s or a bachelor’s degree qualify for additional points. Degrees earned at the end of the spring semester of which the student has applied to the technical phase, WILL still allow the student to earn the extra points for the degree. Acceptance would be contingent upon the student actually earning the degree. Students with straight A’s in all PTA prerequisite courses also qualify for additional points. The minimum requirement for volunteer hours is 20 total hours split between two distinctly different practice settings. Students are asked NOT to complete much over the 20 hour requirement so that we do not overwhelm clinical sites.

To be considered for admission, applicants must satisfy requirements for Admission to Blue Ridge CTC and have:

1. Grades of C or better in all prerequisite courses

Statistics regarding retention rates, graduation rates, and licensure pass rates for each graduating class can be found on the website.

Financial Aid

Financial aid in the form of scholarships, grants, loans, and employment is available to worthy students who need assistance in meeting their college expenses. Students applying for financial aid for the next academic year will be considered for all forms of federal financial aid if forms are completed by the deadline. Application forms are available at main campus (13650 Apple Harvest Drive). To contact financial aid email finaid@blueridgectc.edu

Disability Services

The program follows the disability services policy as outlined in the BRCTC Catalog. Students who believe they have a disability that may interfere with their participation in the PTA program should email access@blueridgectc.edu or call 304-260-4380, ext 2117.

Computer Requirement

Program students are not expected to own personal computers although most PTA courses have assignments that require World Wide Web access to complete. All students have access to college computer labs at the Technical center or the main campus of BRCTC. Word processing, spreadsheet applications, and Internet services are available. Student e-mail accounts can be accessed from any computer with Internet hook-up.

Fire Safety

When the fire alarm for the building sounds, all students are to exit the building via one of the 3 available exits, which are clearly marked. When the sprinkler system and the alarm in the Technical Center sounds, the fire department is automatically called. If you see a fire, and the sprinklers and alarm are **not** going off, you should calmly exit the building immediately. There are manual fire alarms at each of the 3 Technical Center exits, and if the alarm is not sounding when you are exiting, you should pull the manual alarm.

Security

A security officer can be reached at the security desk at the Technical Center or at main campus. Local police and emergency medical services can be called if needed.

General Policies

The program adheres to all institutional policies. Such policies are published in the *Catalog*, *Student Handbook*, *Faculty Handbook*, and/or other institutionally recognized forms.

Where appropriate, policies have been applied more specifically to program operations and are detailed in this handbook.

Policies that are specific to the program are developed by core faculty according to institutional procedures. In all cases, program policies support and do not contradict institutional policies.

Student Informed Consent Policy and Procedure

Policy: Students who are accepted into the physical therapist assistant program will be informed of the risks associated with physical therapy education and clinical work so that they can make informed decisions about whether to matriculate into the program.

Procedure:

1. Students will read and sign a waiver document (Appendix 1) prior to the start of classes.
2. Questions about the contents of the document will be explained prior to signing.
3. Risks associated with laboratory practice and clinical work will be explained.
4. License requirements in West Virginia will be explained.
5. Criminal background checks and drug testing requirements will be explained.
6. Photograph and video recording requirements will be explained.
7. Clinical and lab dress will be explained.
8. Immunization requirements will be explained.

A copy of the waiver document is included in Appendix 1.

Immunization

Immunization Policy: Clinical affiliates are required by other agencies to reduce the risk of infection to patients through immunization of employees. Because it is mandatory for each student to have a wide variety of clinical rotations, each student must be eligible to go to any clinic we are contracted with; therefore, each student must provide evidence of each of the requirements listed on our immunization form (Appendix 6).

Students who refuse to provide proof of immunization will not be eligible for placement in clinical courses and cannot complete the requirements for the PTA degree.

Blood Borne Pathogen Policy and Procedure

Policy: Health care workers, including physical therapist assistants, are at risk for contacting infectious diseases in the work setting. Students are required to observe the following procedures to minimize risk. The procedures have been developed based on Standard Precautions and medical information concerning blood borne pathogens. All recommendations are designed to help in the control of Hepatitis B and HIV infections. All students will meet safety objectives prior to entry into the clinical education setting.

Procedure:

1. All PTA students are responsible for any/all medical fees to treat any injury they may sustain in the laboratory or clinic.
2. All PTA students shall be vaccinated for Hepatitis B prior to contact with human blood or other potentially infectious substances. The 3- step series may be completed during the course of the technical phase. The student will turn in verification of each of the 3 doses. The form will be placed in their file in case it is needed for future reference.
3. Costs and documentation for all vaccinations are the responsibility of the student.
4. The college provides professional liability insurance to PTA students while enrolled in the program. This coverage does not include after-hours work for salary or other activities that are not required or assigned by the program.
5. When working with blood or any other body fluid or potentially infectious substance, Standard Precautions must be followed. Proper protective equipment must be worn. Hands must be washed thoroughly and immediately if contaminated with blood.

6. During clinical rotation, students will follow the policies and procedures of the clinical affiliates to which they are assigned.
7. Any occupational exposure shall be reported to the Program Coordinator, and/or clinical coordinator. An incident form will be placed in the student's file.
8. Students with occupational exposure will report to the Program Coordinator and Clinical Coordinator. Documentation will be placed in the student's file.
9. Pregnant students should notify the instructors. Pregnant students are at greater risk than students who are not pregnant. If a student develops infection with HIV during pregnancy, the infant has an increased chance of infection. Because of this risk, pregnant women should be especially familiar with precautions for preventing HIV and hepatitis.
10. Students who have been diagnosed as having HIV are not restricted from participation in class or clinic, unless they have a restrictive illness such as tuberculosis.
11. Because of a compromised immune system, students with HIV have a greater risk of contracting other infectious diseases that may be present in the health care setting. Students with HIV will be counseled about potential risk associated with exposure.
12. The student's physician, in conjunction with College officials and PTA faculty, will determine on an individual basis whether the student can safely perform duties associated with a patient or patient sample.
13. Infected, neurologically handicapped students who cannot control body secretions, and students who have uncoverable oozing lesions may not be allowed to participate in the PTA program. Decisions will be made on an individual basis by PTA faculty, college officials, and student physician.

Harassment

Neither the College nor the Program tolerates harassment of other people in any form or for any reason. Definitions of harassment are contained in the *BRCTC Student Handbook*. For more information or to file a complaint, call: 304-260-4380. Speak to Leslie See regarding harassment between one student and another student. Speak to Human Resources regarding harassment from a student towards a faculty member.

Medical Treatment

The College does not provide individual health and accident insurance for students.

Substance Abuse

The College is committed to the prevention of unlawful possession, use, and/or distribution of illicit drugs and alcohol by students and employees. Students will be subject to the substance abuse policy at each clinical affiliate, including drug testing if required. Counseling services are available for students who are concerned about their drinking or drug abuse. For more information, email access@blueridgectc.edu or call 304-260-4380, ext 2117.

Complaint Policy and Procedure

Policy: Program faculty believes that all persons who are affected by the operations of the Program should be treated competently, fairly, and with respect. Any and all complaints will be resolved to the best of our collective ability. The program has zero tolerance for retaliation against any person who files a complaint or engages in protective activities.

Procedure:

1. All complaints from persons associated with the program or from the general public will be directed to the Program Coordinator and a record of receipt and resolution will be maintained in the program office. If the program coordinator is voicing the complaint, then she would report that to the Vice President of Enrollment management/Allied Health.
2. Harassment complaints by faculty or students will be handled through the procedure recorded in the *Faculty Handbook* and *Student Handbook*.
3. Academic concerns of students, such as a grade or suspension appeal will be handled by following the procedure recorded in the *Student Handbook*.
4. Complaints concerning the clinical performance of a student will be referred to the Clinical Coordinator. The complaint will be investigated and correlated with information obtained through other direct and indirect measures of student performance. Resolution will be documented in the

individual student file.

5. Complaints concerning the clinical performance of a student will be referred to the Clinical Coordinator. The complaint will be investigated and correlated with information obtained through other direct and indirect measures of student performance. Resolution will be documented in the individual student file. If the nature of the complaint suggests criminal behavior or possible liability on the part of the College, information obtained will be forwarded to the Vice President of Enrollment Management/Allied Health Science and also to the West Virginia Board of Physical Therapy.
6. Complaints that fall outside the realm of due process that cannot be resolved by the Program Coordinator or Clinical Coordinator will be referred to the appropriate College department for dispensation.
 - a. admission policy complaints referred to Vice President of Enrollment Management/Allied Health Science
 - b. facilities complaints referred to Human Resources
 - c. parking complaints referred to Human Resources
7. Should a complainant suspect retaliation, a written statement will be sent to program coordinator, or if the complaint is against the program coordinator, then the statement would be sent to the VP of EM/AH. An investigation will occur following the outlines of the faculty and/or student handbook.

Off-Campus Educational Experience Policy and Procedure

Policy: The procedures to assure the safety of students, program faculty, and members of the public during off-campus educational experiences will be comparable to those for on-campus experiences.

Procedure:

1. Regularly scheduled, recurring off-campus experiences will take place in clinical facilities for which current agreements are in place and the responsibilities of the school and clinical center are specified.
2. Incidental off-campus experiences will be voluntary and students are not required to attend if they believe they will be in danger. The student holds the responsibility for the cost of emergency services during off campus educational experiences.

Practical Patient Informed Consent Policy and Procedure

Policy: Program faculty believe that all persons who serve as patients for practical exams should be aware of the potential risks inherent in physical therapy procedures and consent to serve as volunteers.

Procedure:

1. Anyone serving as a practical patient will read and sign the informed consent form prior to serving.
2. The assigned form will be retained in the office files.
3. Anyone who refuses to answer the questions on the consent form will be excused from participating.

The practical consent form is included in Appendix 2.

Clinical Policies

An important part of physical therapist assistant education takes place during clinical rotations. Students are assigned to work in health care settings at specific times in the curriculum. The College has developed a network of clinical faculty throughout West Virginia and surrounding states to ensure the “hands-on” application of the knowledge and skills that students learn in the classroom and laboratory. Clinical policies are monitored continuously and changes are made as needed.

Clinical Assignments

The PTA curriculum is designed to prepare students to work in a variety of physical therapy settings. Consequently, facilities used for clinical assignments throughout the program will include outpatient clinics, acute care and rehabilitation hospitals, long-term care facilities and home health agencies, as well as specialty clinics. Each student will have an outpatient and an inpatient rotation with the third rotation assigned according to individual student need. Although student preferences are considered in the assignment process, the Clinical Coordinator makes the final decision. To ensure that each student has the opportunity to witness and participate in the PT/PTA relationship, each student will have a PTA as a Clinical Instructor for at least one of their full-time rotations. A list of clinical sites is included in Appendix 3 but availability is not guaranteed. Sites may be added or deleted at any time. The following pieces of student information can be shared with the clinical site, depending on the site’s requirements: name, address, phone number, email, last 4 of social security number, visa or green card if applicable, background check, drug screen, physical, immunization records, CPR certification, and fingerprints. All pieces of information are shared with the site prior to the first day of the rotation. All information is emailed.

Risks of Clinical Education

During clinical training, students may be exposed to blood or other potentially infectious materials. Students also risk injury during the lifting and strenuous physical activity associated with patient care. To minimize risk during clinical placement, students will be instructed in safety precautions for blood borne pathogens and hazardous chemicals and will be instructed in proper body mechanics.

Clinical placement Requirements

1. Current health provider class CPR card
2. Negative drug screen
3. Criminal background check
4. Completed student's notice of reportable conditions
5. Flu shot- in the Fall, prior to beginning Clinical Education II
6. Physical appearance requirements are as follows: Any tattoo must be covered at all times. Students may not have facial tattoos or facial piercings. Students must have a natural hair color (not an unnatural, bold color). Any additional physical appearance requirements of an individual clinical site, must be followed.
7. Any/all requirements specific to a clinical site (ex: physical or mask fitting)
8. Students must pass a Clinical Competency quiz before being allowed to begin Clinical Education I (PTA 106). If a student has not passed by the end of week 3, they cannot begin clinical rotations and must do remediation activities. In order to begin clinical rotations, the student must successfully complete the remediation activities and get approval from both the Program Coordinator and the Clinical Coordinator. If students have not completed remediation by the end of week 8, an F will be given as the grade for Clinical Education I.
9. Students are expected to follow the Clinical rules given to them in week 2. If one of those rules is broken, students would need to fill out a student strategy session form. The CC & PC will discuss & determine if remediation is possible. Worst case, a student could be dismissed from the program.

Students who refuse to provide documentation of CPR training, criminal background, negative drug screen, and reportable conditions will not be eligible for placement in the clinical courses that are part of the curriculum and cannot complete the requirements for the PTA degree. If a student disagrees with the results of the Criminal Background check or the drug screen, the student may appeal/contest those results. At the student's cost, another Background Check and/or drug screen can be done. The student cannot go to clinical rotations, until the matter is settled. If a student does not complete the technical phase for this reason, they may reapply in the future and will be considered equally with all other applicants.

Students who cannot complete these requirements will not be eligible for placement in the clinical courses that are part of the curriculum and cannot complete the requirements for the PTA degree.

Liability Insurance

BRCTC carries liability insurance through the State of West Virginia for students in clinical practice. Students are not obligated to maintain any other liability insurance. This insurance does not apply when students are engaged in activities other than those scheduled by the Physical Therapist Assistant Program.

Confidentiality Agreement

When assigned to clinical rotations that take place in health care facilities, students will receive or be exposed to confidential information including, but not limited to patient records, patient information, patient disclosure, and policies, procedures, and/or protocols of the Clinical Affiliate. A confidentiality agreement clause is included in the Informed Consent form (Appendix 1). Students will be required to sign the agreement to hold all such information as confidential prior to clinical placement. Discussing patients and procedures with friends, family members, or the general public, either in person, over the phone, or on Facebook, or similar social media sites, is a violation of the confidentiality agreement. It is also a violation to take pictures of patients or clinical set-ups, or photocopy clinical records, whether or not the pictures or records are shared with persons outside of the clinical setting. Violation of the clinical confidentiality agreement may result in dismissal from the PTA program.

Private student health information will also be protected. When the student shares this private information with PTA core faculty, if they request discretion, we will honor that. HIPPA information as well as information about a patient's right to refuse treatment is presented to the students in PTA 103. It is early in the curriculum so that students are well aware of both pieces of information prior to ever starting Clinical Education I.

Clinical Attendance

Students are required to complete all of the required hours for clinical education rotation assignments and failure to do so will result in an incomplete grade for the course. Assignments must be completed before the start of the next term. A significant delay may necessitate student withdrawal from the program or enrollment in an additional term. Absences due to health or emergency situations must be reported to the Clinical Coordinator to be dealt with on an individual basis. Excessive tardiness and failure to notify the clinical instructor and Clinical coordinator **before** being absent are serious breaches of the professional behavior that is expected of students and can result in failure of the clinical assignment and possible dismissal from the program. At his discretion, the Clinical coordinator may ask for timesheets to be turned in, and these may need to be signed by the Clinical Instructor.

Clinic Dress Code

Students in the PTA program represent the physical therapy profession, as well as the college, and should dress accordingly.

During clinical assignments, students will be expected to wear:

1. lab coat (only when required by the clinical site);
2. dress pants/skirt;
3. dress shirt/polo shirt;
4. clean, practical shoes;
5. name tag (furnished by program);

and comply with any other requirements specific to the assigned clinical rotations. Ball caps are never accepted clinical attire.

Clinical Competence Policy and Procedure

Policy: Students learn clinical skills in the laboratory. Before they can apply those skills to patients in the clinical setting, they must be judged by program faculty to be competent. Each course that teaches physical therapy skills will use checklists and practical exams to evaluate each student individually. Students will not be permitted to begin a clinical assignment until they demonstrate competence.

Procedure:

1. Students must demonstrate each skill correctly to check off. Competence is judged to be pass or fail on the basis of a checklist. Students are scored yes or no for a series of steps for each skill. They must achieve the required score for each check-off, with no critical item scored no.
2. All skill check offs must be checked off by an instructor. Fellow students will not be performing the check off.
3. Competence is also evaluated by the use of practical exams. Students must

- score the required score for each skill, with no critical item scored no.
4. Practical exams are comprehensive. They are presented in the form of care plans that become progressively more difficult over the course of the program and skills that are learned in previous courses are tested again.
 5. Students are given the checklists in their PTA program handbook and during their laboratory practice so they know what is expected and how performance will be judged.
 6. Students are given 3 chances to pass a practical exam, with remediation between attempts, as needed. In extreme cases, it would be possible for a student to fail the practical after the first attempt with extremely poor performance and/or severe safety infractions. Students who do not pass the exam receive a failing grade for the course.
 7. Prior to Clinical Education II, clinical instructors are emailed written notice of the techniques students are able to perform and the progress they have made through the PTA curriculum thus far. Students also hand carry the same information to present to the clinical instructor on the first day of a clinical assignment. Students have an obligation to remind clinical instructors of their skill levels. If clinical instructors assign students tasks which are beyond their skill level, they do so without the consent of the program.
 8. It is the program expectation that students will be at entry level performance by the end of Clinical Education III and the end of Clinical Education IV. This determination will first be marked by the Clinical Instructor on the Student Clinical Performance Evaluation. Final grading is determined by the Clinical Coordinator, and details of how a marking of below entry level will be handled is outlined in the syllabi for Clinical Education III and Clinical Education IV.

Academic Policies

Graduate Goals:

Upon successful completion of the PTA program the graduate is expected to:

1. Exhibit conduct that reflects practice standards that are legal, ethical and safe.
2. Implement a plan of care established by the physical therapist.
3. Demonstrate competence in performing data collection through tests, measurements and observations.
4. Use verbal, non-verbal, and written communication in an effective, appropriate and capable manner.
5. Demonstrate professional behavior through attendance, promptness, and the ability to assume appropriate responsibility.
6. Demonstrate the cognitive knowledge basic to physical therapy intervention.

Abilities:

To meet these goals, the student must be able to:

- Obtain information during class time and outside the class from lecture, text, computer-based, and video formats
- Obtain information from the medical record
- Produce written responses to assignments
- Compose progress notes for the medical record
- Complete in-class small group assignments
- Receive and transmit information to the instructors, classmates, supervising physical therapists, and patients
- Perform physical therapy techniques in high (standing), medium (sitting), and low (squatting, stooping) body positions
- Operate equipment with knobs, switches, touch pads, and touch screens
- Operate the following equipment safely & effectively: wheelchairs, hospital beds, lifting devices, all oxygen equipment (portable tanks, long cords, nasal canula & masks)
- Lift and position classmates, patients and equipment
- Assist and guard classmates and patients while they practice standing, walking, and moving into and out of wheelchairs

- Lift, move, and position patients of all weights with varying amounts of assistance in a safe & effective manner on a regular and recurring basis.
- Assist classmates and patients while they perform therapeutic exercises
- Perform physical therapy techniques and move about the clinical facility for up to 9-10 hours/day, 40 hours per week
- Assess the patient's verbal and nonverbal response to treatment
- Complete multi-step work assignments
- Provide supervision and mentorship of aides, observers, and volunteers.
- Perform the treatment plan accurately as instructed by the physical therapist.

College Attendance Policy: Blue Ridge CTC monitors attendance for all students. For students receiving Title IV funding, last date of attendance is used to determine any return of financial aid funds. Students who are reported for not attending may not be eligible to receive any refunds or further disbursements. This attendance tracking does not include how or what individual faculty determine as attending. Specific details of all BRCTC attendance policies can be found in the *BRCTC Student Handbook*.

Program Attendance Policy: Attendance is a professional behavior that students are expected to develop as a part of the program. In the clinic, the supervising physical therapist relies on the assistant to be present when scheduled so that the needs of the clients can be met. If a staff member is absent, patient care can be compromised. For this reason, absence from required PTA lectures and laboratory meetings is always penalized. Students are awarded points for professional behavior and if they are absent, points are deducted from the course total. A physical therapist assistant should NEVER fail to show up for work without calling the therapist before the expected start of the work day. Similarly, students are expected to notify the instructor prior to missing a class meeting. No make-up work is given if students are absent without prior approval. The specific penalty for absence will be detailed in each course syllabus and distributed at, or prior to, the first class meeting.

1. When an absence is unacknowledged by the student, **ALL** professional responsibility points will be lost.
2. After two weeks or more of non-attendance, excused or unexcused, it is recommended that the student consult with the academic advisor and

withdraw from the course. The only exception may be if a student has been preapproved for the absence, and made a plan/contract with the instructor on exactly how and when the material will be made up. The student must adhere to the contract or they will need to withdraw. Extended absences of 2 weeks or longer, without prior approval and without a plan/contract would lead directly to the student withdrawing from the course.

3. When a lab session is missed, it will need to be made up. Missing greater than 25% of the labs in a course, and not making them up would result in an F in the course. Plans for making up a lab should be made and approved by the course instructor. A student will have a maximum of one week to make up a missed lab.

Textbooks

Textbooks that are required and recommended will serve as references throughout the classroom and clinical phases of the PTA program. Students should not sell textbooks at the end of a course.

Course Evaluation

Students will be given the opportunity to evaluate the course and instructor after each PTA course. Faculty use the information obtained to improve the program.

Advisory System

Each PTA student will be assigned an advisor who is a member of the PTA faculty. The advisor will assist in course selection, but it is the student's responsibility to know the requirements of the program and to make an appointment for a conference prior to pre-registration. PTA faculty post office hours when they are available for conference, but it is to the student's advantage to call or email and schedule an appointment. No changes should be made in a program (add, drop, withdraw) without the advisor's consent. Regular individual conferences are scheduled between students and program faculty. These strategy sessions are used to advise students of their progress in the program and written records are kept. All discussions are strictly confidential.

Academic Dishonesty

Cheating, plagiarism, and falsification of documents may be grounds for dismissal from the PTA program. When plagiarism or cheating occurs, the student will fail the assignment, presentation or paper that contained plagiarism or cheating. A student who cheats to fulfill program requirements does not possess the moral character needed to be licensed as a physical therapist assistant.

System of Grading

1. All PTA technical phase courses will be graded according to competency-based standards; grades are not curved. Written and practical tests and written and oral projects and presentations will be utilized to evaluate student performance.
2. Students will be assigned letter grades in all PTA and academic courses. PTA courses will be graded according to the following scale:

93-100%.....A
85-92%.....B
78-84%.....C
65-77%.....D
Below 65%.....F

Minimum Standards

1. Students must obtain at least a C in all PTA prerequisite and technical phase courses.
2. Students must have at least a 78% exam average in all PTA technical phase courses.
3. Students must earn at least a 78% on the mini-comprehensive exam given at week 11 of the spring semester.

Remediation

1. If an exam average is below 80% and/or a course average is below "C" at mid-term or near the end of the term, the student must meet with his/her advisor to sign a probation form (below 78%) or student strategy session form (between 78-80%) and develop a plan of improvement.
2. If the midterm rating for a clinical assignment is not satisfactory, the student must meet with the Clinical Coordinator to sign a probation form and develop a plan of improvement. This meeting may be virtual or in person.
3. It is the student's responsibility to notify his/her advisor that a grade below "C" is anticipated or clinical performance is not satisfactory.
4. If the mini-comprehensive exam is below a 78%, the student will meet with PTA Core faculty to develop a plan of improvement, including remediation. The student will have the opportunity to retake the exam within 2 weeks of the first attempt. If the second attempt is still below a 78%, the student will be dismissed from the program. If there are any remediation opportunities possible after the 2nd failure of the exam, this will be determined on a case-by-case basis by the PTA core faculty & would require rare and extenuating circumstances.

Plan of Improvement

1. The student and his/her advisor will develop a plan of improvement when course performance falls below the required level or when clinical performance is not satisfactory.
2. Additional persons such as the PTA program coordinator, course instructor, or clinical instructor may participate in developing the plan of improvement.
3. Additional assignments or tutoring may be proposed to remediate unacceptable grades. Any expense as a result of implementing the plan of improvement will be the responsibility of the student. For students on probation, tutoring will be

mandatory. This tutoring will either be with the course instructor or another student in the class (if approved by the instructor).

4. An additional clinical assignment with the same or different clinical instructor may be proposed to remediate a failing clinical grade. The length of the additional assignment will be determined on an individual basis.
5. Remediation may not be possible in all instances of failure and will be judged on a case-by-case basis.

Progress through the Curriculum

1. Students must earn a grade of 78% or better in every PTA technical phase course and maintain a 78% or greater exam average to continue in the program. If the exam average is less than 78% at midterm or final, a grade of D or F will be given.
2. Students must earn a grade of C or better in every academic and clinical course that is part of the curriculum to continue in the program.
3. Students must satisfactorily complete every clinical course before the start of the next term to continue in the program.
4. Students must pass each practical examination to continue in the program.
5. Students who withdraw from a course to avoid receiving a grade below 78% will be dropped from the program.
6. Students will not be able to attend PTA 204, PTA 205 or PTA 206 until they pass the mini-comprehensive examination.

Withdrawal and Readmission

1. Students who choose to leave the PTA program for any reason are advised to have a personal interview with the PTA coordinator and/or faculty advisor.
2. Students who choose to withdraw should follow the BRCTC policy for withdraw.
3. Students who withdraw from the PTA program following BRCTC procedure may be considered for readmission.
4. Readmission will be determined on an individual basis. The reason for withdrawal, student performance prior to withdrawal, and the length of time since withdrawal will all be considered.
5. Specific requirements for readmission will be determined for each student on a case by case basis. Students may be required to repeat courses that were completed satisfactorily prior to withdrawal.
6. Students who are dismissed from the technical phase for academic reasons, will only be readmitted to the program for ONE additional attempt. They will be

scored on the score sheet just like all other applicants for that particular year. If not academically successful in the second attempt, that particular student may not reapply in the future.

Academic Appeal

It is the policy of BRCTC that students be graded fairly. If a student believes that a final grade in a course is not fair, the student may appeal by following the procedure outlined in the *BRCTC Student Handbook*. The handbook is available on-line.

Professional Behaviors

Policy: Students are expected to demonstrate appropriate professional behavior in the classroom, laboratory, and clinical setting as a requirement for successful completion of the physical therapist assistant program.

Professional Behavior is the appearance, actions, and communications that create the impression that an individual is capable, competent, and qualified to perform the duties of a health care professional. These behaviors include conforming to the standards and/or rules set by the program/workplace, treating others with respect, and reliably performing assigned duties. Professional behavior is further defined as:

- Integrity: the quality of possessing and steadfastly adhering to high moral principles and professional standards.
- Responsibility: actions that demonstrate the acceptance of the role and obligation of the student.
- Demeanor: behavior, manner, and appearance that demonstrates professional character.
- Service: actions that demonstrate a willingness to meet the needs of others.

Procedure:

1. Satisfactory professional behavior is required for progression through the curriculum.
2. Unsatisfactory professional behavior can result in dismissal from the program.
3. The measurement tool for professional behaviors will be the Professional Behaviors form (Appendix 5). This will allow a program wide view of

professional behaviors by combining the professional behaviors from each course throughout an entire semester. The end result of the form will be a recommendation from the PTA core faculty that each student will Pass, need remediation, or Fail. This form will be done on each student at the end of the academic portion of the Fall semester. It can be used as needed throughout the remainder of the technical phase curriculum.

- This form will be used for each student at week 11-12 of the Fall semester of the technical phase. If a student gets rated with “needs remediation” then they must complete that before they can attend any full time Clinical Education course. On a case by case basis, PTA faculty will decide what remediation is necessary and if the remediation was successful. If remediation was successful, a student could then attend full time clinical rotations. If remediation is not successful, this could result in dismissal from the program. At any time after the Fall semester, if a student displays unprofessional behaviors, this rubric may be used again later in the technical phase when necessary.

Laboratory Policies

Laboratory Practice

Students practice physical therapy techniques in PTA course laboratories, using classmates as subjects. This practice involves bodily contact and the use of electrically powered machines. There is a risk of injury to students, both while they practice techniques and while they serve as laboratory subjects. Possible injuries include, but are not limited to, sprains, strains, and burns. Students are required to follow the safety policies discussed prior to the laboratory and included in this handbook.

To facilitate the identification of anatomical structures and the application of treatment modalities, students are required to wear shorts and T-shirts. Women are required to wear a halter, sports bra, or swimsuit top to be prepared to remove the T-shirt. Caps and hats are not permitted in the lab. Students who are not dressed appropriately for lab will lose professional responsibility points and/or can be counted absent.

If a student is absent during a regularly scheduled lab, the lab must be made up during open lab time. It is the student’s responsibility to schedule a make-up lab. Students may arrange additional lab practice time with the course instructor.

Laboratory Safety Policy and Procedure

Policy: Students are at risk for injury while performing physical therapy procedures and while posing as practice patients. To minimize risk, students and faculty are required to follow these procedures.

Procedures:

1. During classroom demonstration and laboratory practice, students will be treated with the same respect and consideration given to patients in the clinical setting. Each procedure will be explained prior to implementation and unnecessary exposure and discomfort will be avoided.
2. Students must tell the instructor about personal health problems that might increase the risk of injury when participating in lab activities.
3. Students will practice appropriate clinical behaviors while in the lab. Classmates and instructors will be treated with respect.
4. Students are prohibited from using electrically operated machines for independent practice until after they have been checked off on that skill.
5. Students are prohibited from using family members or friends who are not PTA students for laboratory practice with electrically operated machines.
6. Whenever laboratory practice involves the use of electrically operated machines, one faculty member will supervise no more than 10 students.
7. All electrical equipment will undergo annual preventive maintenance and calibration.
8. OSHA guidelines are followed for the storage and use of hazardous materials.
9. Regarding skills check-offs for laboratory:
 - Information will be presented in lecture regarding skills check-offs
 - Each skill will be demonstrated by an instructor
 - During laboratory, students will practice these skills while having an opportunity to ask questions of the instructor as well as be critiqued by the instructor
 - Skills may also be performed during open lab times
 - When each student is ready to be checked off on a skill; that may be

done during laboratory, during open lab, or at any other scheduled time that has been set up with the instructor.

Curriculum

PTA courses must be taken in sequence. The program cannot be completed in less than two years. The technical phase of the program may not be completed on a part time basis.

Program Requirements

67 Credit Hours

Fall semester- Prerequisites

English	ENG 110	3 credits
Medical Terminology	MAST 102	3 credits
The Human Body	BIOL 100	3 credits
Intro to Psychology	PSYCH 203	3 credits

Spring Semester-Prerequisites

Pharmacology for PTA	PTA 112	1 credit
Information Literacy	CAS 111	3 credits
Pathophysiology of Disease for PTA	PTA 108	3 credits
A&P for PTA	PTA 111	4 credits
Introduction to Mathematics	MATH 101	3 credits

Fall semester- Technical phase

Intro to Physical Therapy	PTA 101	2 credits
Patient & Professional Relationship	PTA 102	2 credits
Intro to Patient care	PTA 103	3 credits
Intro to Patient care lab		0 credits
Physical Agents	PTA 104	4 credits
Physical Agents lab		0 credits
Kinesiology	PTA 105	3 credits
Clinical Education I	PTA 106	1 credit
Clinical Education II	PTA 107	3 credits

Spring Semester-Technical phase

Therapeutic Exercise	PTA 201	4 credits
Therapeutic Exercise lab		0 credits
Orthopedics	PTA 202	4 credits
Orthopedics lab		0 credits
Neurology	PTA 203	4 credits
Neurology lab		0 credits
Clinical Education III	PTA 204	5 credits

Summer I session

Capstone Seminar	PTA 205	1 credit
Clinical Education IV	PTA 206	5 credits

Course Descriptions

PTA 101 Introduction to Physical Therapytwo hours

This 2.0 credit online course covers the following units: Community outreach; ethics (including several APTA documents); accessibility; PT Service & Historical Development of the profession; SOAP notes; reimbursement; Laws, regulations and policies; state practice acts; the APTA; and DEI & JEDI. In this course, students complete two major projects (Community Outreach and Architectural Barriers).

PTA 102 Patient and Professional Relationshiptwo hours

Recognition of the reactions of the health care worker, patient, and family to illness and disability is discussed. The influence of race, class, age, ethnic origin, and gender on the physical therapist assistant and patient relationship is explored. The stages of adjustment to disability and death and dying are described. Communication skills between PTA, patient, family and other health care providers are developed. PR: Consent of program coordinator.

PTA 103 Introduction to Patient Care..... three hours

An introduction to basic patient care procedures such as positioning, transferring, ambulating, dressing, fitting ambulation aids, and taking vital signs. Universal Precautions, isolation, and aseptic principles will be presented. Skills in basic note writing will be developed. PR: consent of program coordinator.

PTA 104 Physical Agents four hours

This course includes the lecture and lab study of thermal agents, compression, and massage. Skills in surface anatomy and goniometry are developed. Topics include electrical stimulation, traction, and manual muscle testing. Upon completion, students are able to correctly and safely apply these techniques in a laboratory setting while assessing the physiologic response and observing indications and contraindications. Also, students can write appropriate progress notes, and demonstrate knowledge of the physiological principles involved. PR: consent of program coordinator.

PTA 105 Kinesiology.....three hours

This course provides a study of human movement and related mechanical principles. Topics include detailed musculoskeletal anatomy and physiology. Upon completion, student will be able to analyze a functional task and identify component joint motions and muscle actions. PR: consent of program coordinator

PTA 106 Clinical Education I one hour

Initial clinical experience for students. Forty hours spaced throughout the semester introduces the various settings of a physical therapy practice - acute care, transitional care, out-patient clinic, home health, skilled nursing facility, rehabilitation unit, and the school system. The student may participate in the clinic's activities only if their skills have been checked-off in the course laboratory setting. PR: Consent of the Clinical Coordinator.

PTA 107 Clinical Education IItwo hours

This course is a concentrated fifteen day, 120 hour clinical experience. Students will be assigned to a variety of inpatient and outpatient facilities. They are expected to demonstrate beginner level intervention and patient management skills. The student will begin to assess patient response to treatment and be prepared to adjust the therapeutic intervention accordingly. PR: Consent of Clinical Coordinator

PTA 201 Therapeutic Exercise four hours

The principles and techniques of therapeutic exercise will be introduced. Topics also include gait analysis, posture assessment, and chest physical therapy. Upon completion the student will plan, implement, and assess the response to an exercise plan in a laboratory setting. PR: all 100 level PTA courses.

PTA 202 Orthopedics four hours

The dysfunctions caused by and intervention strategies for musculoskeletal disorders, amputations, wounds, and burns will be examined. Upon completion, the student will be able to combine previously and newly learned procedures and strategies to carry out an orthopedic care plan in a laboratory setting. PR: all 100 level PTA courses.

PTA 203 Neurology four hours

The dysfunctions caused by and intervention strategies for peripheral and nervous system disorders will be examined. Upon completion the student will be able to combine previously and newly learned procedures and strategies to carry out a neurologic care plan in a laboratory setting. PR: all 100 level PTA courses.

PTA 204 Clinical Education III five hours

This rotation consists of two hundred hours over a five-week period that will allow the student to begin the process of working within the physical therapy Plan of Care. The emphasis will be to implement, develop, and progress a therapeutic exercise program for the patient to address the impairments of decreased range of motion, decreased strength, decreased endurance, or motor control deficit. PR: all 100 level PTA courses, successful completion of all spring courses, and consent of the Clinical Coordinator.

PTA 205 Capstone Seminar one hour

This intense five-week seminar examines the expectations for an entry level physical therapist assistant and focuses on preparation for clinical rotations and entry into the profession. Previously learned and new material relating to safety, plan of care, communication, professional behavior, and knowledge are tied to the role of the PTA. PR: all 100 level PTA courses, successful completion of all spring courses, and consent of the Clinical Coordinator.

PTA 206 Clinical Education IV five hours

This six-week, 240-hour clinical assignment allows the student to apply all previously learned theory and skills to patient care in a clinical setting. Each student is assigned to a clinical center to perform physical therapy modalities and procedures on a variety of patients. PR: all 100 level PTA courses, successful completion of all spring courses, PTA 204, and consent of the Clinical coordinator.

Institutional Assessment

All students graduating with a certificate or an Associate's degree are **required** to participate in program and institutional assessment activities. These activities may be in the form of surveys, exams, or group meetings.

The faculty members of Blue Ridge CTC are dedicated to assuring that each student meets the educational objectives of the program. The educational objectives have been developed and are planned to assure that the program is producing graduates who will be successful in obtaining and maintaining positions in the entry-level field and who will be quality employees. To achieve this goal, the faculty is committed to a systematic and comprehensive process of assessment of student learning. As part of this program assessment, students will from time to time asked to participate in non-graded assessment activities which may include, but are not be limited to, participation in role-playing simulations and completion of standardized written or practical examinations or pre and post graduation surveys.

Appendix 1

Informed Consent Assumption of Risk and Release

Informed consent and release executed by, _____, residing at _____ to Blue Ridge Community and Technical College, Martinsburg, WV.

I wish to be a participant in the Physical Therapist Assistant Program of Blue Ridge Community & Technical College located in Martinsburg, WV.

I understand that I must pass a licensing examination after graduation before I can work as a physical therapist assistant. To be licensed in West Virginia, I must be at least 18 years of age, be of good moral character, not be addicted to alcohol or drugs, or have been convicted of a felony. Furthermore, drug testing and background checks are required for clinical courses that are part of the curriculum of the Program.

I understand that the Physical Therapist Assistant Program will include academic, laboratory, and clinical work performed in the classroom, laboratory, hospital and other clinical facilities and will include direct care or exposure to clients with a variety of illnesses and diseases and will include the handling of and/or contact with human bodily fluids and tissues. I therefore understand that I may or will be exposed to disease carrying bacteria and microorganisms. I understand that I must turn in a complete PTA immunization form, showing that I have completed all vaccinations. They are mandatory, and they are all at my expense. This immunization form must be completed in order to successfully complete the program.

I also understand that as a student in the Physical Therapist Assistant Program, I consent to participate in human subject demonstrations and studies in the classroom, laboratory and clinical facilities as part of the educational process. When I am acting as a patient or practicing physical therapy techniques I am at risk for injuries such as burns, sprains, or strains.

I also consent to be the subject of photographs, audiotapes, or videotapes as may be required to support the learning experience.

Participation in said activities in the Physical Therapist Assistant Program necessitates the wearing of appropriate and specific clothing including shorts, T-shirts, sports bras, and sneakers. Clinical clothing includes laboratory jackets, shirts, identification tags, professional slacks and shoes.

I agree to use discretion with confidential information from clinical rotations. This includes patient records, patient information, and patient disclosure. I further agree to follow and policies & procedures of the clinical site. Discussing patients and procedures with friends, family

members, or the general public, either in person, over the phone, or on Facebook, or similar social media sites, is a violation of the confidentiality agreement. It is also a violation to take pictures of patients or clinical set-ups, or photocopy clinical records, whether or not the pictures or records are shared with persons outside of the clinical setting. Violation of the clinical confidentiality agreement may result in dismissal from the PTA program.

In consideration of being permitted to participate in the Program, I, the undersigned, in full recognition and appreciation of the dangers and hazards inherent in the health care field and in particular in the medical facilities where I may be present during my participation in the program, do hereby agree to assume all the risks and responsibilities surrounding my participation in this program or any independent activities undertaken as a adjunct thereto; including damage to personal property, or personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the program.

I hereby certify that I have read this document, that I am fully familiar with the contents of this document, and that I fully understand its terms and provisions. Any questions that I have about the Physical Therapist Assistant Program and the contents of this document have been fully explained to my satisfaction.

I hereby certify that I am over eighteen years of age.

In witness whereof, I have caused this release to be executed this _____ day of _____, 20__.

Student Signature

I _____, a faculty member of the Physical Therapist Assistant Program of Blue Ridge Community & Technical College, do hereby certify that I reviewed and discussed the Physical Therapist Assistant Program and the contents of this document with the student named above. I am satisfied that said student understands the risks inherent in the program that said student has been informed and consented to participate in human subject demonstrations and studies in the classroom, laboratory and clinical facilities, and that said student knowingly and voluntarily signed this document, which was done in my presence.

Faculty Signature

Appendix 2
BRCTC
Physical Therapist Assistant Program

Practical Exam Patient

Thank you for agreeing to pose as a patient for this practical exam. Although the instructor will supervise the student the entire time, there is a chance that you could be injured by the procedures that will be performed. Injuries such as burns, sprains, and strains are possible, but rarely happen when people are in good health. The therapist will answer any questions you have about being a practical patient.

Please mark any of the following medical conditions that you may have so that the supervising therapist can be sure that the proposed procedures will not be harmful to you. If you prefer not to answer these questions, you will be excused from participating.

- Heart Disease
- Diabetes
- Circulation Problems
- Areas of Numbness or Tingling
- Pain
- Cancer
- Bone or Muscle Problems
- Chronic Disease that you take medication for
- Arthritis
- Other _____
- None of the Above

I understand that there is a risk of injury when I am posing as a practical patient. I also understand that the practical exam may be video taped and the student will retain possession of the tape. I understand that I may refuse to participate if I choose.

Volunteer Signature

Date

Supervising Therapist

Date

Appendix 3 Established Clinical Sites

Panhandle Home Health (HH)

Linda Ecchard, RN, Director
208 Old Mill Road
Martinsburg, WV 25401
304-263-5680
304-267-1532 (F)

Rankin Physical Therapy, LLC (OP)

MULTIPLE LOCATIONS

Kelley Rankin, PT
23 Fitness Lane
Berkeley Springs, WV 25411
304-258-1300
304-258-1400 (F)

Winchester Orthopedic Associates (OP)

130 Medical Circle
Winchester, VA 22601
1-800-667-7076
540-667-7076
(F) 540-667-5773

112 S. Reymann Street
Ranson, WV 25438
304-725-3632
(F) 304-725-8252

Ryan Physical Therapy (OP)

Dr. Ryan
1190 Mt. Aetna Road
Hagerstown, MD 21740
301-797-4572/301-797-4862 (F)

Martinsburg VA (IP, SNF)

Rachel Link
304-263-0811
Medical Center
510 Butler Avenue
Martinsburg, WV 25401/304-263-0811

Jackson Clinics VA and MD (OP)

Ashburn 703-729-7920
Leesburg 571-918-0197
Sterling 571-306-4113

Berkeley Medical Center (IP, OP)

Josh Miller, PT Director of Rehabilitation
2000 Foundation Way, Suite 1200
Martinsburg, WV 25401
304-264-1000, Ext 1688

Jefferson Medical Center Rehab Services (IP, OP)

912 Somerset Blvd. Suite 100
Charles Town, WV 25414
304-728-1601
304-725-3690 (F)

WVU Medicine Home Health

130 East Burr Blvd, Suite 1
Kearneysville, WV 25430
304-728-1750
Laura

Rapid Rehabilitation (OP)

480-F S Commerce Ave
Front Royal, VA 22630
540-636-3500
1808 Plaza Drive
Winchester, VA 22601
540-665-2750
Sherisue Barber, PT

Pivot PT (OP)- MULTIPLE LOCATIONS

39 Maddex Drive #2
Shepherdstown, WV 25443
304-876-8600
304-876-8601 (F)

46 Trifecta Place, Suite 104

Charles Town, WV 25414
304-728-9090
304-728-9087 (F)

5078 Williamsport Pike, Suite I
Spring Mills, WV 25404
Ph: 304.271.8895
Fax: 304.271.8891

71 Cowardly Lion Drive, Unit D
Hedgesville, WV 25427
Ph: 304.754.5000
Fax: 304.754.5002

745 Middleway Pike
(Route 51 - Inwood East Plaza)
Inwood, WV 25428
Ph: 304-229-4141
Fax: 304-229-4143

Flagship Rehabilitation (SNF) (multiple locations)
157 Baltimore Street Suite 102
Cumberland, MD 21502
1-866-909-3215

Functional Pathways (SNF) (multiple locations)
614 Mabry Hood Road, Suite 301
Knoxville, TN 37932

Drayer PT Institute (OP) (Multiple locations)
8205 Presidents Drive
Hummelstown, PA 17036
717-920-2197
Nichole Bechtel

Brunswick PT (OP)
Brunswick Shopping Center, Suite 70
Brunswick, MD 21716
301-834-6898
Bill Gilbert

Cross Roads PT (OP) – renew in August
816 Main Street
Woodstock, VA 26664
(540) 459-7660
Matt Shiffler

Rehab At Work
8809 Sudley Rd.
Manassas, VA

King Physical Therapy
55 Meridian Parkway Martinsburg, WV
25404 304-262-8161

Pro Physical Therapy
1729 N. Shenandoah Ave.
Front Royal, VA 22630

Haymarket Physical Therapy – renew in Aug
14535 John Marshall Highway #102
Gainesville, VA 20155

Capitol Rehab
230 Costello Drive, Suite 1
Winchester, VA 22602

Stone Rise
209 Clover St
Martinsburg, WV 25404
Phone: (304) 263-8921

Elite Sports Medicine and PT
13575 Heathcote Blvd.
Gainesville, VA 20155

Pediatric Movement Center
1045 Maryland Ave.
Hagerstown, MD 21740
Phone: (301) 739-5437

Chiron Physical Therapy of VA
43130 Amberwood Plaza
Suite 100

South Riding, VA

Bone and Joint Specialists of Winchester

152 Linden Dr.
Winchester, VA 22601

Centers for Advanced Orthopaedics, LLC

MULTIPLE LOCATIONS
6707 Democracy BLVD. Suite 504
Bethesda, Maryland 20817- Various sites

Personal Touch Home Care

155 N. Queen St
Martinsburg, WV. 25402

WellSpan IP/OP

MULTIPLE LOCATIONS throughout PA and
Northern MD

Active Rehab

MULTIPLE LOCATIONS
405 S. Jefferson St. Unit B
Frederick, MD 21701

Active Rehab
1101 Opal Ct #306
Hagerstown, MD 21740
301-790-3929

Westminster Canterbury

300 Westminster Drive Winchester, VA
540-665-5914

The PT Joint

73 Edmond Rd STE #2 Kearneysville WV
6812524685

CommuniCare IP facilities

704.960.9021
18086 Old West Virginia 55, Baker, WV 26801
[\(304\) 897-5903](tel:3048975903)
750 Dual Highway, Hagerstown MD
301-797-4020
209 Clover St · (304) 263-8921 Martinsburg
WV

Upstream Clinics x 6

Strasburg Va
540-465-2505
Winchester 1808 Plaza Drive
Chambersburg 432 Gateway Ave
Waynesboro 648 E Main St
Greencastle 125 S. Antrim Way#103
Strasburg 100 Founder's Way Suite#1
Front Royal 101 14th St

Middletown Physical Therapy

7793 Main St, Middletown, VA 22645
[\(540\) 974-0983](tel:5409740983)

Skills check offs for PTA 103 (Intro to Patient Care):

The student will be evaluated on the content goal: perform **draping**. The rating will be based on performance of each of the items below. Score 4/5 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Drape upper extremity.	No	Yes
C. Drape lower extremity.	No	Yes
D. Drape adequately for privacy.	No	Yes
E. Assess patient comfort.	No	Yes

The student will be evaluated on the content goal: perform **passive range of motion**. The rating will be based on performance of each of the items below. Score 7/9 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose, expectations).	No	Yes
B. Drape appropriately & assess patient comfort.	No	Yes
C. Use good hand placement.	No	Yes
D. Perform UE PROM. Critical	No	Yes
E. Perform LE PROM. Critical	No	Yes
F. Perform neck PROM. Critical	No	Yes
G. Perform all motions & maintain correct tempo.	No	Yes
H. Monitor patient response.	No	Yes
I. Use good body mechanics.	No	Yes

The student will be evaluated on the content goal: **fit assistive device**. The rating will be based on performance of each of the items below. Score 5/7 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Lock chair & remove footrests. Put on safety belt. Critical	No	Yes
C. Demonstrate sit to stand.	No	Yes
D. Measure patient and adjust device.	No	Yes
E. Assess patient readiness (instruct pt, move to edge of seat, position Self, ask patient if ready to stand, give signal to stand)	No	Yes
F. Check & assess correct fit.	No	Yes
G. Maintain patient safety. Critical	No	Yes

Appendix 4: Skills Master List

The student will be evaluated on the content goal: **perform wheelchair component manipulation**. The rating will be based on performance on each of the items below. Complete all steps in no less than one minute or more than 2 minutes.

DO LIST:	U	A
A. Unfold wheelchair.	No	Yes
B. Raise foot plates.	No	Yes
C. Elevate leg rests.	No	Yes
D. Lower leg rests.	No	Yes
E. Swing away leg rests.	No	Yes
F. Remove leg rests.	No	Yes
G. Remove arm rests.	No	Yes
H. Replace leg rests.	No	Yes
I. Replace arm rests.	No	Yes
J. Lower foot plates.	No	Yes
K. Fold wheelchair.	No	Yes

The student will be evaluated on the content goal: **perform wheelchair fit assessment**. The rating will be based on performance of each of the items below. Score 6/8 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Check position in chair and reposition if needed.	No	Yes
C. Assess seat height/leg length (verbalize standard, verify compliance).	No	Yes
D. Assess seat depth (verbalize standard, verify compliance).	No	Yes
E. Assess seat width (verbalize standard, verify compliance).	No	Yes
F. Assess back height (verbalize standard, verify compliance).	No	Yes
G. Assess arm rest height (verbalize standard, verify compliance).	No	Yes
H. Assess patient comfort.	No	Yes

The student will be evaluated on the content goal: **perform patient positioning**. The rating will be based on performance of each of the items below. Score 3/4 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Place patient in proper position with good body alignment	No	Yes
C. Place pillows/towels appropriately.	No	Yes
D. Assess patient comfort.	No	Yes

Appendix 4: Skills Master List

Write the objective portion of a **transfer progress note**. Score 4/5 to pass.

DO LIST:	U	A
A. Transfer surfaces (wheelchair to bed, etc)	No	Yes
B. Type of transfer (pivot, sitting, 2 person lift, etc)	No	Yes
C. Level of Assistance (and purpose if applicable)	No	Yes
D. Special circumstances (transfer to right, etc).	No	Yes
E. Immediate response to transfer training (balance problems, fatigue)	No	Yes

Write the objective portion of a **gait training progress note**. Score 4/5 to pass.

DO LIST:	U	A
A. Ambulation aid used.	No	Yes
B. Gait pattern taught.	No	Yes
C. Level of assistance given (and purpose if applicable)	No	Yes
D. Any special circumstances (cane in left hand, etc.)	No	Yes
E. Distance walked (25 feet x 2)	No	Yes
F. Immediate response to gait training (fatigue, difficulty with gt sequence, etc)	No	Yes

The student is to be evaluated on the content goal: **perform ADL dressing**. The rating will be based on performance on each of the items below. Score 4/5 to pass.

DO LIST:	U	A
A. Doff and don open front shirt, assisting with one hand only.	No	Yes
B. Doff and don pull over shirt, assisting with one hand only.	No	Yes
C. Doff and don pants while sitting/standing, assisting with only 1 hand, 1 leg	No	Yes
D. Doff and don pants while supine, assisting with only 1 hand, 1 leg	No	Yes
E. Tie hand with one hand	No	Yes

The student will be evaluated on the content goal: **perform vital sign assessment**. The rating will be based on the performance of each of the items below. Score 4/6 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose, expectations).	No	Yes
B. Prepare patient (proper position, wash hands, etc.)	No	Yes
C. Find correct landmarks (radial pulse, brachial artery) CRITICAL	No	Yes
D. Take and record radial pulse for 60 seconds CRITICAL	No	Yes
E. Take and record a manual blood pressure CRITICAL	No	Yes
F. Take and record respiration rate CRITICAL	No	Yes

Appendix 4: Skills Master List

The student is to be evaluated on the content goal: **stair/curb training**. The rating will be based on performance on each of the items below. Score 4/5 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Know proper sequencing to ascend and descend	No	Yes
C. Demonstrate/instruct patient in ascent and descent (pattern, WB, Assistive device, handrail use) CRITICAL	No	Yes
D. Maintain patient safety (belt, guarding properly) CRITICAL	No	Yes
E. Prompt patient as needed	No	Yes

The student will be evaluated on the content goal: **manage special equipment**. The rating will be based on performance of each of the items below. Score 5/6 to pass.

DO LIST:	U	A
A. Identify the special equipment being utilized by patient	No	Yes
B. Correctly place/ready equipment for mobilization Critical	No	Yes
C. Educate patient/caregivers on correct placement of equipment	No	Yes
D. Determine if assistance is needed to manage special equipment safely	No	Yes
E. Correctly positioned special equipment for safe ambulation Critical	No	Yes
G. Maintain patient safety. Critical	No	Yes

Skills check offs for PTA 104 (Physical Agents):

The student will be evaluated on the content goal: **perform ice massage**. The rating will be based on performance of each of the items below. Score 4/5 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose, expectations).	No	Yes
B. Position and drape patient. Assess comfort.	No	Yes
C. Identify area. Remove clothing as needed.	No	Yes
D. Perform ice massage (prepare cup, move, blot, time).	No	Yes
E. Assess patient response (numb, uncomfortable)	No	Yes

The student will be evaluated on the content goal: **perform hot pack treatment**. The rating will be based on performance of each of the items below. Score 5/7 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose, expectations).	No	Yes
B. Position and drape patient. Assess comfort.	No	Yes
C. Examine area to be treated. Remove clothing as necessary.	No	Yes
D. Prepare hot pack (size, covers/towels, temperature check).	No	Yes

Appendix 4: Skills Master List

E. Place hot pack. (location, secure).	No	Yes
F. Instruct patient (timer, call bell, safety instructions. Critical)	No	Yes
G. Re-check (ask, look, listen, feel).	No	Yes

The student will be evaluated on the content goal: **perform paraffin bath**. The rating will be based on performance of each of the items below. Score 5/7 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose, expectations).	No	Yes
B. Prepare patient (remove jewelry, wash hands)	No	Yes
C. Prepare paraffin (temperature, accessories)	No	Yes
D. Apply paraffin (instruct, layers, wrap, timer)	No	Yes
E. Instruct patient (safety, call bell) Critical	No	Yes
F. Designate safe place for patient to wait.	No	Yes
G. Re-check	No	Yes

The student will be evaluated on the content goal: **perform cold pack treatment**. The rating will be based on performance of each of the items below. Score 5/7 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose, expectations).	No	Yes
B. Position and drape patient. Assess comfort.	No	Yes
C. Examine area to be treated. Remove clothing as necessary.	No	Yes
D. Prepare cold pack (size, cover).	No	Yes
E. Place cold pack. (location, secure).	No	Yes
F. Instruct patient (timer, call bell, safety instructions. Critical)	No	Yes
G. Re-check (ask, look, listen, feel).	No	Yes

The student will be evaluated on the content goal: **perform cervical/lumbar traction**. The rating will be based on performance of each of the items below. Score 5/7 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose, expectations).	No	Yes
B. Prepare area (traction device, pillow)	No	Yes
C. Position patient & assess comfort.	No	Yes
D. Adjust device & set machine controls. Critical	No	Yes
E. Instruct patient (safety, off switch, call bell) Critical	No	Yes

Appendix 4: Skills Master List

F. Re-check	No	Yes
G. Release patient when treatment is finished.	No	Yes

The student will be evaluated on the content goal: **measure segmental length & girth**. The rating will be based on performance of each of the items below. Score 3/4 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Use correct equipment.	No	Yes
C. Use correct landmarks.	No	Yes
D. Record measurements.	No	Yes

The student will be evaluated on the content goal: perform **electrical stimulation or biofeedback** treatment. The rating will be based on performance of each of the items below. Score 5/6 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose, expectations).	No	Yes
B. Position and drape patient. Assess comfort.	No	Yes
C. Select parameters (waveform, electrodes, settings). Critical	No	Yes
D. Adjust parameters according to patient response.	No	Yes
E. Instruct patient (safety, call bell, timer). Critical	No	Yes
F. Re-check	No	Yes

The student will be evaluated on the content goal: **perform elastic wrap application**. The rating will be based on performance of each of the items below. Score 5/6 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Select appropriate elastic bandage (size & number)	No	Yes
C. Position patient for comfort & ease of application.	No	Yes
D. Apply elastic wrap (pattern, tight/loose, secure). Critical	No	Yes
E. Assess patient comfort.	No	Yes
F. Educate patient (color, cold, numbness, tingling)	No	Yes

The student will be evaluated on the content goal: **perform therapeutic massage**. The rating will be based on performance of each of the items below. Score 4/5 to pass.

DO LIST:	U	A
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Appendix 4: Skills Master List

A. Instruct patient (transition, purpose, expectations).	No	Yes
B. Position and drape patient. Assess comfort.	No	Yes
C. Use appropriate massage technique (location, rate, intensity). Critical	No	Yes
D. Maintain patient safety. Critical	No	Yes
E. Use good body mechanics.	No	Yes

The student will be evaluated on the content goal: **perform ultrasound treatment**. The rating will be based on performance of each of the items below. Score 6/7 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose, expectations).	No	Yes
B. Position and drape patient. Assess comfort.	No	Yes
C. Identify & inspect area. Clean patient & machine when finished.	No	Yes
D. Apply coupling agent and transducer (spread gel, keep moving). Critical	No	Yes
E. Select parameters (time, intensity, etc) & operate machine. Critical	No	Yes
F. Monitor patient response. Critical	No	Yes
G. US performed on the correct anatomical structure Critical	No	Yes

Skills check offs for PTA 201 (Therapeutic Exercise):

The student is to be evaluated on the content goal: **Perform PNF**. The rating will be based on performance on each of the items below. Score 5/7 to pass.

DO LIST:	U	A
A. Instruct patient (purpose, movement, expectations)	No	Yes
B. Position patient correctly	No	Yes
C. Correct therapist hand placement CRITICAL	No	Yes
D. Correct therapist verbal cues	No	Yes
E. Perform accurate technique regarding PNF terminology CRITICAL	No	Yes
F. Use good body mechanics	No	Yes
G. Monitor patient response	No	Yes

The student will be evaluated on the content goal: **implement pulmonary intervention**. This could be incentive spirometer use, pursed lip breathing, diaphragmatic breathing, active expiration with abdominal contraction, inspiration training/strengthening, or huffing. The rating will be based on performance of each of the items below. Score 6/8 to pass.

DO LIST:	U	A
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Appendix 4: Skills Master List

A. Instruct patient (transition, purpose)	No	Yes
B. Position patient.	No	Yes
C. Perform all required exercises.	No	Yes
D. Perform only required exercises, no additions.	No	Yes
E. Identify correct body part. Critical	No	Yes
F. Observe precautions & contraindications. Critical	No	Yes
G. Perform exercise correctly.	No	Yes
H. Perform appropriate repetitions.	No	Yes

Skills check offs for PTA 202 (Orthopedics):

The student will be evaluated on the content goal: **perform continuous passive motion.** The rating will be based on performance of each of the items below. Score 5/7 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose, expectations).	No	Yes
B. Assemble machine.	No	Yes
C. Adjust leg length.	No	Yes
D. Set parameters.	No	Yes
E. Instruct patient (safety, how to use control).	No	Yes
F. Assess patient comfort.	No	Yes
G. Re-check.	No	Yes

The student will be evaluated on the content goal: **replace residual limb wrap.** The rating will be based on performance of each of the items below. Score 4/5 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Position patient for ease & comfort of application.	No	Yes
C. Apply elastic wrap (pattern, loose/tight, secure). Critical	No	Yes
D. Assess patient comfort.	No	Yes
E. Educate patient (color, cold, numbness, tingling)	No	Yes

The student is to be evaluated on the content goal: **perform joint mobilization.** The rating will be based on performance on each of the items below. Score 6/8 to pass.

DO LIST:	U	A
A. Instruct patient (purpose, expectations)	No	Yes
B. Position patient correctly in open packed position CRITICAL	No	Yes
C. Correct therapist hand placement	No	Yes

Appendix 4: Skills Master List

D. Correct direction of force according to desired motion to improve	CRITICAL	No	Yes
E. Assess endrange first before doing mobilization	CRITICAL	No	Yes
F. Perform Grade I-IV correctly		No	Yes
G. Use good body mechanics		No	Yes
H. Monitor patient response		No	Yes

The student will be evaluated on the content goal: **dressing change**. The rating will be based on performance of each of the items below. Score 5/6 to pass.

DO LIST:		U	A
A. Instruct patient (transition, purpose)		No	Yes
B. Position patient for ease & comfort.		No	Yes
C. Collect/prepare all dressing supplies utilizing clean technique	Critical	No	Yes
D. Apply new dressing properly using clean technique	Critical	No	Yes
E. Assess patient comfort		No	Yes
F. Educate patient		No	Yes

Skills check offs for PTA 203 (Neurology):

The student will be evaluated on the content goal: **dermatome/myotome testing**. The rating will be based on performance of each of the items below. Score 3/4 to pass.

DO LIST:		U	A
A. Instruct patient (transition, purpose)		No	Yes
B. Place patient in proper position for testing		No	Yes
C. Perform test accurately for correct nerve root level	(CRITICAL)	No	Yes
D. Score test accurately	(CRITICAL)	No	Yes

The student will be evaluated on the content goal: **deep tendon reflex (DTR)**. The rating will be based on performance of each of the items below. Score 3/4 to pass.

DO LIST:		U	A
A. Instruct patient (transition, purpose)		No	Yes
B. Place patient in proper position for testing		No	Yes
C. Perform test on correct DRT location	(CRITICAL)	No	Yes
D. Score test accurately	(CRITICAL)	No	Yes

Skills check offs that will be used for ALL practical examinations:

The student will be evaluated on the content goal: **display professional demeanor**. The rating will be based on performance of each of the items below. Score 4/5 to pass.

DO LIST:	U	A
A. Display appropriate responsibility (independent, needs cueing)	No	Yes
B. Display appropriate attitude (to requests, to criticism, towards patient)	No	Yes
C. Displays appropriate confidence.	No	Yes
D. Displays appropriate conversation with patient.	No	Yes
E. Displays appropriate dress and appearance.	No	Yes

The student will be evaluated on the content goal: **perform standard operating procedure**. The rating will be based on performance of each of the items below. Score 6/8 to pass.

DO LIST:	U	A
A. Prepare for treatment (review chart, review references, talk with PT)	No	Yes
B. Prepare area (wash hands, clean area, assemble equipment & supplies)	No	Yes
C. Introduce self. (name, title)	No	Yes
D. Explain purpose of contact.	No	Yes
E. Assess patient understanding and get permission to treat.	No	Yes
F. Complete treatment in an acceptable time.	No	Yes
G. Clean up treatment area when treatment is complete.	No	Yes
H. Perform procedures safely.	No	Yes

Skills check offs that will be used for several different courses:

(103 & 203) The student will be evaluated on the content goal: **perform gait training**. The rating will be based on performance of each of the items below. Score 4/5 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Demonstrate/ instruct gait (pattern, WB, placement, precautions) Critical	No	Yes
C. Demonstrate/instruct turn.	No	Yes
D. Prompt patient as needed.	No	Yes
E. Maintain patient safety (locks, footrests, belt, guarding). Critical	No	Yes

(103 & 203) The student will be evaluated on the content goal: **perform bed mobility**. The rating will be based on performance of each of the items below. Score 5/6 to pass.

Appendix 4: Skills Master List

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Patient sit to recline.	No	Yes
C. Lift, scoot, roll to treatment position.	No	Yes
D. Maintain patient safety. Critical	No	Yes
E. Maintain patient security.	No	Yes
F. Use good body mechanics.	No	Yes

(104 & 202) The student will be evaluated on the content goal: **measure muscle strength**. The rating will be based on performance of each of the items below. Score 6/8 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Identify muscle/motion to be tested. Critical	No	Yes
C. Position patient (sitting, supine, etc.) remove clothing as necessary	No	Yes
D. Instruct patient to perform test motion.	No	Yes
E. Place patient in test position. Critical	No	Yes
F. Stabilize appropriately.	No	Yes
G. Instruct patient & apply resistance with good body mechanics	No	Yes
H. Assess muscle strength grade.	No	Yes

(104 & 202) The student will be evaluated on the content goal: **measure joint ROM**. The rating will be based on performance of each of the items below. Score 5/7 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Identify joint and motion to be measured & assess AROM Critical	No	Yes
C. Position patient (sitting, supine, etc). Remove clothing as necessary.	No	Yes
D. Place fulcrum of goniometer over axis of motion.	No	Yes
E. Place stationary (proximal) goniometer arm appropriately.	No	Yes
F. Place movable (distal) goniometer arm appropriately.	No	Yes
G. Read degree measurements. (within 5° when needed) Critical	No	Yes

(201 & 203) The student will be evaluated on the content goal: **implement therapeutic exercise**. The rating will be based on performance of each of the items below. Score 6/8 to pass.

Appendix 4: Skills Master List

DO LIST:	U	A
I. Instruct patient (transition, purpose)	No	Yes
J. Position and drape patient.	No	Yes
K. Perform all required exercises.	No	Yes
L. Perform only required exercises, no additions.	No	Yes
M. Identify correct body part. Critical	No	Yes
N. Observe precautions & contraindications. Critical	No	Yes
O. Perform exercise correctly.	No	Yes
P. Perform appropriate repetitions.	No	Yes

(103, 104, 201, 202, 203) The student will be evaluated on the content goal: **interpret patient care plan.** The rating will be based on performance of each of the items below. Score 6/8 to pass.

DO LIST:	U	A
A. Perform interventions requested in care plan. Critical	No	Yes
B. Apply interventions to target goals. Critical	No	Yes
C. Apply interventions appropriate to present level of function.	No	Yes
D. Limit interventions to those requested. Critical	No	Yes
E. Identify correct body part. Critical	No	Yes
F. Observe precautions & contraindications. Critical	No	Yes
G. Perform interventions in a logical sequence.	No	Yes
H. Assess patient before, during and after the interventions.	No	Yes

(103 & 203) The student will be evaluated on the content goal: **perform transfer.** The rating will be based on performance of each of the items below. Score 5/7 to pass.

DO LIST:	U	A
A. Instruct patient (transition, purpose)	No	Yes
B. Position & lock chair. Apply safety belt & remove footrests. Critical	No	Yes
C. Position self & patient (edge of seat, feet).	No	Yes
D. Ask patient if he/she is ready and give signal to begin transfer.	No	Yes
E. Perform transfer.	No	Yes
F. Assess & maintain patient safety (guard, move chair). Critical	No	Yes
G. Use good body mechanics.	No	Yes

(103, 203, 104, 201, 202) The student will be evaluated on the content goal: **write a progress note.** The rating will be based on performance of each of the items below. Score 8/10 to pass.

Appendix 4: Skills Master List

DO LIST:	U	A
A. Write relevant subjective information (pt states, pain reference).	No	Yes
B. Write relevant objective information (treatment, response, measures)	No	Yes
C. Write appropriate assessment.	No	Yes
D. Write appropriate plan.	No	Yes
E. Use good organization.	No	Yes
F. Write legibly in ink or type.	No	Yes
G. Correct errors appropriately.	No	Yes
H. Use space appropriately.	No	Yes
I. Date and sign note.	No	Yes
J. Complete note in a timely manner.	No	Yes

(104, 201, 202) Write the objective portion of a **modality progress note**. Score 5/7 to pass.

DO LIST:	U	A
A. Which modality	No	Yes
B. To what body part	No	Yes
C. Positioning	No	Yes
D. Parameters	No	Yes
E. For what purpose	No	Yes
F. Modifications to standard procedure, if any	No	Yes
G. Immediate response to treatment	No	Yes

(104, 201, 202) **Document goniometer measures**. Score 5/6 to pass.

DO LIST:	U	A
A. Joint measured (knee, ankle, etc.)	No	Yes
B. Right or left extremity.	No	Yes
C. Joint motion (flexion, abduction, etc)	No	Yes
D. Patient position	No	Yes
E. Active or passive motion	No	Yes
F. End feel, if applicable and relevant	No	Yes

Appendix 4: Skills Master List

Professional Behaviors Form (Appendix 5)

Student: _____ Semester/year: _____

1. Has this student broken any of the Standards of Ethical Conduct for the Physical Therapist Assistant established by the APTA? YES NO

a. If yes, explain:

2. List any loss of professional responsibility points in any course for this entire semester.

3. In any course, has this student lost ALL professional responsibility points? YES NO

4. List any assignments missed or turned in late in any course for this entire semester.

5. Have there been any instances of poor conflict resolution strategies with this student during this entire semester? YES NO

a. If yes, explain:

Professional Behaviors grade: PASS REMEDIATION FAIL

Standards of Ethical Conduct for the Physical Therapist Assistant



HOD S06-20-31-26 [Amended HOD S06-19-47-68; HOD S06-09-20-18; 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. Physical therapist assistants are guided by a set of core values (accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility). Throughout the document the primary core values that support specific principles are indicated in parentheses. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients and 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. The APTA Guide for Conduct of the Physical Therapist Assistant and Core Values for the Physical Therapist and Physical Therapist Assistant provide additional guidance.

Standards

Standard #1: Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

(Core Values: Compassion and Caring, Integrity)

- 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 therapist services.

Standard #2: Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients and clients.

(Core Values: Altruism, Collaboration, Compassion and Caring, Duty)

- 2A. Physical therapist assistants shall act in the best interests of patients and clients over the interests of the physical therapist assistant.
- 2B. Physical therapist assistants shall provide physical therapist interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients and clients.
- 2C. Physical therapist assistants shall provide patients and clients with information regarding the interventions they provide.
- 2D. Physical therapist assistants shall protect confidential patient and 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.

(Core Values: Collaboration, Duty, Excellence, Integrity)

- 3A. Physical therapist assistants shall make objective decisions in the patient's or client's best interest in all practice settings.
- 3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapist interventions.

- 3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient and 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 therapist services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient or client status requires modifications to the established plan of care.

Standard #4: Physical therapist assistants shall demonstrate integrity in their relationships with patients and clients, families, colleagues, students, research participants other health care providers, employers, payers, and the public.

(Core Value: Integrity)

- 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 and clients, students, supervisees, research participants, or employees).
- 4C. Physical therapist assistants shall not engage in any sexual relationship with any of their patients and clients, supervisees, or students.
- 4D. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.
- 4E. Physical therapist assistants shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.
- 4F. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.

Standard #5: Physical therapist assistants shall fulfill their legal and ethical obligations.

(Core Values: Accountability, Duty, Social Responsibility)

- 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 and 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.

(Core Value: Excellence)

- 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 and clients and society.

(Core Values: Integrity, Accountability)

- 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 and 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 and clients

Standard #8: Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

(Core Value: Social Responsibility)

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

Explanation of Reference Numbers:

HOD P00-00-00-00 stands for House of Delegates/month/year/page/vote in the House of Delegates minutes; the "P" indicates that it is a position (see below). For example, HOD P06-17-05-04 means that this position can be found in the June 2017 House of Delegates minutes on Page 5 and that it was Vote 4.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure

Last Updated: 8/12/2020

Contact: nationalgovernance@apta.org



Immunization
PTA Students

Please note the following:

1. Physician, Physician’s Assistant or Nurse practitioner signature is required
2. Dates of immunizations may be completed by nurse or physician
3. Attach a copy of lab report for any completed titers
4. Student is required to provide proof of TWO negative PPD or negative Chest X-ray

Student Name: _____ Date of Birth: _____

Completed by: _____ (Nurse, Physician, PA, or NP)

Immunization Documentation

Covid-19 1st Dose _____ Covid-19 2nd Dose _____ Booster (if applicable) _____
Date Date Date

Influenza _____ TDaP _____ Tetanus Booster (past 10 yrs.) _____
Date Date Date

MMR @ 15 months _____ MMR Booster (after age 5 yrs.) _____
Date Date

Hepatitis B Vaccine (series of 3) _____
Date Date Date

2-Step TB (the 2 steps must be no more than 12 months apart)
Test/Step 1-PPD Date: _____ Test/Step 2-PPD Date: _____

If PPD is positive indicate date of Chest X-ray _____ (attach copy of radiology report)
Date

Varicella (Chickenpox) 1st dose _____ 2nd dose _____
Date Date

If unable to verify TWO MMRs and TWO Varicella vaccines, you must have titers completed. Provide proof of date drawn and level of immunity. Attach a copy of the lab report for titers.

Rubella Titer Date _____ Level _____

Measles Titer Date _____ Level _____

Varicella Titer Date _____ Level _____

To the best of my knowledge, the above information is true and accurate.

Signature (Physician, PA, or NP) _____ Date _____



Instructions

The Immunization Form returned must be the original form provided. You may NOT submit a copy, email, or fax of the original form.

A physician, physician assistant, or a nurse practitioner must sign the immunization form.

Information required on the immunization form

- Proof of current year flu vaccine (must be for current flu season between the months of October and April)
- Proof of Tdap vaccine
- Proof of Tetanus Booster within the past 10 years
- Proof of two MMR's or Titer (must turn in lab report)
- Proof of 2-step PPD (see below)
- Proof of Hepatitis B vaccine (at least have the series started)
- Proof of 2 Chickenpox (varicella) vaccines (this is a 2-step vaccine) or Titer (must turn in lab report)
- The covid 19 vaccine is strongly recommended but not mandatory

IF YOU'VE NEVER HAD A PPD...

What constitutes a 2-step PPD (TST)? The Center for Disease Control and Prevention recommends the **first test be administered and then evaluated (read) 48-72 hours later**, no earlier and no later. A *minimum* of 7 days after the *administration* of the first test, **the second test can be administered. The second test is evaluated 48-72 hours later.**

IF YOU'VE HAD A PPD IN THE PAST...

- Date of PPD in the 1st blank on the immunization form
- Date of new PPD (after 7/1) goes in 2nd blank on immunization form
- The two steps **MUST** be no more than 12 months apart from one another.

DO NOT GET THE PPD DONE UNTIL JULY 1ST OR LATER.

******NOTE****** If you are unable to locate your immunization records or if you have acquired immunity, you can provide proof of immunity by having the lab draw blood (via physician's order) to check for immunity (titer). If you have your titer checked, you must turn in a copy of the lab report. If your physician does not have records of your immunizations, you can check with your local health department or the high school you attended.

Make copies of all immunization records prior to turning them in to the clinical coordinator. Copies of these records may not be available after submission.

COMPLETED AND TURNED INTO Mark Noll BY AUGUST 18, 2025

Questions? Contact Clinical Coordinator, Mark Noll 304-260-4380 Ext 3313