

Course Syllabus

COURSE: PTHA 1405 Basic Patient Care (4:3:3)
 SEMESTER: Spring 2020
 CLASS DAYS: T/TH
 CLASS TIMES: 1:00-4:00
 FACEBOOK: <https://www.facebook.com/South-Plains-College-PTA-270314052992426/?ref=bookmarks>

Name	Phone Numbers	Email	Office	Office Hours
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“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.

COURSE DESCRIPTION

This course includes a detailed study of the knowledge and skills necessary to reach competence in introduction of advance practice.

STUDENT LEARNING OUTCOMES

Upon successful completion of the course, following a given plan of care and under the supervision of the PT, the student will be able to:
1. Perform hand washing to CDC recommended standards. a. Perform hand washing to meet requirements outlined in the skill check and lab exam.
2. Identify isolation precautions. a. Demonstrate correct donning and doffing of PPE
3. Demonstrate clean technique and sterile technique a. Demonstrate set up of a clean field. b. Demonstrate set up of a sterile field.
4. Obtain vital signs and assess pain. a. Differentiate between normal and abnormal ranges for vital signs such as heart rate, respiration rate, blood pressure, oxygen saturation, and temperature. b. Measure blood pressure in different positions. c. Demonstrate competency in obtaining vital signs such as heart rate, blood pressure, and oxygen saturation to meet requirements outlined in the skill check and lab exam. d. Use appropriate methods of assessing pain and issues related to pain. e. Use standardized assessments for data collection and treatment based clinical reasoning.
5. Identify signs and symptoms of altered cognition, mentation, and arousal a. Differentiate between normal and abnormal cognition, mentation, and arousal b. Demonstrate appropriate assessment techniques for cognition, mentation, and arousal in a lab setting
6. Demonstrate basic postural alignment and body mechanics a. Access postural alignment for mock patients. b. Instruct mock patient in correct postural alignment. c. Demonstrate use of correct body mechanics. d. Explain basic postural alignment and body mechanics.

<ul style="list-style-type: none"> e. Differentiate between basic normal and abnormal postural alignment. f. Demonstrate competency related to body mechanics to meet requirements outlined in the skill check and lab exam.
<ul style="list-style-type: none"> 7. Apply correct PROM techniques based on assigned case. <ul style="list-style-type: none"> a. Demonstration of correct PROM anatomical Planes based on diagnosis and time requirement. b. Demonstration of correct PROM D1-D2 PNF patterns based on diagnosis and time requirement.
<ul style="list-style-type: none"> 8. Explain types of activities of daily living.
<ul style="list-style-type: none"> 9. Educate mock patients on safe bed mobility. <ul style="list-style-type: none"> a. Describe complications related to immobility and the importance of a turning schedule. b. Demonstrate competency related to bed mobility to meet requirements outlined in the skill check and lab exam. c. Identify pressure relief positions. d. Recognize effect of patient cognition and mentation for patient education/understanding
<ul style="list-style-type: none"> 10. Educate mock patients on safe transfers. <ul style="list-style-type: none"> a. Demonstrate the types of transfers. b. Demonstrate competency in transfers to meet requirements outlined in the skill check and lab exam. c. Recognize effect of patient cognition and mentation for patient education/understanding
<ul style="list-style-type: none"> 11. Apply the principles of wound care. <ul style="list-style-type: none"> a. Demonstrate universal precautions and isolation categories. b. Describe the stages of wound healing. c. Identify factors that affect wound healing. d. Describe wound characteristics such as location, size, shape, bleeding, drainage, odor, depth, tunneling, and undermining e. Describe the purpose of grid measurement, wound tracing, and photographic record. f. Identify signs of infections. g. Describe the stages of pressure ulcers. h. Demonstrate competency in the application of appropriate wound care products for different types of wounds using aseptic techniques to meet requirements outlined in the skill check and lab exam.
<ul style="list-style-type: none"> 12. Educate mock patients on the safe use of the appropriate type of wheelchair. <ul style="list-style-type: none"> a. Identify the parts and accessories of a wheelchair. b. Recognize the types of wheelchairs. c. Demonstrate the proper fitting of the wheelchair. d. Identify pressure relief devices for a given location of wound. e. Instruct mock patients in safe wheelchair mobility. f. Evaluate ease of use of wheelchairs for functional community mobility. g. Recognize effect of patient cognition and mentation for patient education/understanding
<ul style="list-style-type: none"> 13. Educate mock patients on the safe use of the appropriate type of assistive device during gait. <ul style="list-style-type: none"> a. Recognize the types of assistive devices such as canes, walkers, and crutches. b. Ensure the proper fit of the assistive device. c. Instruct mock patients in the safe use of assistive devices by gait training using 3-point, 2-point, 4-point, swing-through, different weight bearing statuses, and uneven surfaces. d. Demonstrate competency in gait training to meet requirements outlined in the skill check and lab exam. e. Demonstrate competency in stair training with assistive devices to meet requirements outlined in the skill check and lab exam. f. Instruct mock patients in simulated toilet transfers with assistive devices. g. Describe the relationship of joint mechanics and physical principles to the application of assistive devices. h. Describe the postural alignment of mock patients during gait training. i. Recognize effect of patient cognition and mentation for patient education/understanding

<p>14. Identify architectural barriers affecting functional mobility.</p> <ol style="list-style-type: none"> Interview mock patients to identify potential environmental barriers in the home per the plan of care. Observe mock patients simulating safety in a home environment. Collect gait log and confidence scale information from mock patients.
<p>15. Explain the use of basic pharmaceuticals and medical tests.</p> <ol style="list-style-type: none"> Identify basic pharmaceuticals commonly used by physical therapy patients. Describe common laboratory tests. Explain common medical imaging including MRI, CT, ultrasound, and X-ray tests.
<p>16. Explain outcome assessment related to course content.</p> <ol style="list-style-type: none"> Identify equipment and resources necessary for discharge in provided patient care scenarios. Provide appropriate input to the supervising physical therapist about outcomes.
<p>17. Practice generic abilities related to course content. (<i>Generic Abilities adapted from the Physical Therapy Program, University of Wisconsin-Madison, May et al. Journal of Physical Therapy Education, 9:1, Spring, 1995.</i>)</p> <ol style="list-style-type: none"> <i>Commitment to Learning</i> – Demonstrate the ability to self-assess, self-correct, and self-direct. Identify needs and sources of learning. Seek new knowledge and understanding. <i>Interpersonal Skills</i> – Demonstrate the ability to interact effectively with patients, families, colleagues, other health care professionals, and the community. Demonstrate the ability to effectively deal with cultural and ethnic diversity issues. <i>Communication Skills</i> – Demonstrate the ability to communicate effectively (i.e., speaking, body language, reading, writing, and listening) for a varied audiences and purposes. <i>Effective Use of Time</i> – Demonstrate the ability to obtain maximum benefit from a minimum investment of time and resources. <i>Use of Constructive Feedback</i> – Demonstrate the ability to identify sources and seek out feedback and to effectively use and provide feedback for improving personal interaction. <i>Problem-Solving</i> – Demonstrate the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes. <i>Professionalism</i> – Demonstrate the ability to exhibit appropriate professional conduct and to represent the profession effectively. <i>Responsibility</i> – Demonstrate the ability to fulfill commitments and to be accountable for actions and outcomes. <i>Critical Thinking</i> – Demonstrate the ability to question logically; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant. <i>Stress Management</i> – Demonstrate the ability to identify sources of stress and to develop effective coping behaviors. Use a SOAP note format to document lab skills.
<p>18. Describe basic concepts related to the <i>APTA Guide to Physical Therapist Practice</i>.</p> <ol style="list-style-type: none"> Integrate basic concepts presented in the <i>APTA Guide to Physical Therapist Practice</i> related to course content. Identify the parameters of the scope of practice of the PTA related to course content.

COURSE OBJECTIVES -

<p>At the completion of this course the student will have the cognitive, psychomotor, and affective competencies</p> <ol style="list-style-type: none"> Perform hand washing to CDC recommended standard. Identify isolation precautions. Demonstrate clean technique and sterile technique. Obtain vital signs and assess pain. Identify signs and symptoms of altered cognition, mentation, and arousal
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6. Demonstrate basic postural alignment and body mechanics.
7. Apply correct PROM techniques based on assigned case.
8. Explain activities of daily living.
9. Educate mock patients on safe bed mobility.
10. Educate mock patients on safe transfers.
11. Apply the principles of wound care.
12. Educate mock patients on the safe use of the appropriate type of wheelchair.
13. Educate mock patients on the safe use of the appropriate type of assistive device.
14. Identify architectural barriers affecting functional mobility.
15. Explain the use of basic pharmaceuticals and medical tests.
16. Explain outcome assessment related to course content.
17. Demonstrate generic abilities related to course content.
18. Describe basic concepts related to the *APTA Guide to Physical Therapist Practice*.

EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

FACEBOOK

The PTA program has a Facebook page at <https://www.facebook.com/South-Plains-College-PTA-270314052992426/?ref=bookmarks> In addition to the South Plains College website; this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the South Plains College PTA Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Required Materials:

Students must have internet access and an internet browser and MS Office. If you do not have a computer with a modem at home, you can access South Plains College's Computer Lab. Jessica Tucker ext. 2180 jetucker@southplainscollege.edu will be your tech support contact for Blackboard.

Text Books:

Physical Therapy Clinical Handbook for PTA (3rd Ed.)	Kulinski	978-1-284-10556-8	Required [Repeated in all Program courses]
Fundamentals of Test and Measures for the PTA	Fruth/Fawcett	978-1-284-14713-1	Required [Repeated in all Program courses]
Mobility in Context Second Edition	Johansson & Chinworth	978-0-8036-5817-2	Required

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. Students may use laptop computers or other sources of technology to take notes if desired.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. Assignments, quizzes, exams, and skills missed due to an unexcused absence may not be made up. Assignments are due by the assigned dates and times in Central Standard Time (CST) on the class schedule. Students should contact faculty prior to the due date and time if they anticipate material will be late. Please note contacting faculty will not guarantee the receipt of an extension for the assignment. Please allow enough time for preparation and submission of each assignment prior to the scheduled due date. Failure to complete any assignment by due date will result in professional standard point deductions on final grade.

Student must scan required documents before uploading into Blackboard. Scanners are located in the classroom and the video reviewing room. Students may also choose an app of choice (I-scan, etc.). Assignments must be uploaded as a PDF.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

EXAMS

The lecture exams will be administered via computer to prepare them for the NPTE-PTA exam. Possible pop quizzes will be handwritten which will encourage memory and mastery of the material.

Additionally, many exam questions will be constructed in the same manner as NPTE-PTA, allowing students to prepare for that testing format.

ASSESSMENT USED BUT NOT LIMITED TO:

1. Lecture Exams
2. Mid Term and Final Lab Exams
3. Quizzes
4. Comprehensive final exam

COURSE GRADING

Students will successfully complete clinical course PTHA 1301 with a grade of 75 % or higher.
Students who fall below passing requirements will not be allowed to continue in the PTA program.

A= 90-100%

B = 80-89%

C = 75-79%

BELOW 77% at midterm of the semester will result in the development of a learning contract and the student being responsible for meeting established goals

The exam policy includes the following:

- Personal belongings are not allowed in the lab during testing.

- Pencils and scratch paper will be issued to students prior to exam. These items must be returned prior to exiting testing area.
- Cell phones and/or smart watches are not allowed in the lab during testing.
- Students must adhere to lab rules.
- Hats or hoodies may not be worn.
- Talking will not be permitted; questions will be answered by an instructor.
- Any action interpreted as cheating by facilitating instructor may result in immediate removal from testing lab, a zero recorded for the test grade and possible removal from SPC PTA program.

GRADING POLICY

Grade will be arrived at through attendance, class participation, written assignments, and exams. Lab grades will be based on participation, assignments, and Lab Skills exam. Minimum passing grade for a skills exam is 75. All Critical Safety requirements must be successfully demonstrated on lab exams or the student will receive a failing grade on the exam.

Course grade is determined through attendance, class participation, written assignments, quizzes, exams, and lab Exams. Lab grades are based on participation, assignments, and Lab Skills exam. Minimum passing grade for a skills exam is 75. All Critical Safety requirements must be successfully demonstrated on lab exams or the student will receive a failing grade on the exam.

Professionalism= 10% + Exam Total =85% + Written Assignments =5% =100%

DATE	TOPIC Tuesday	TOPIC Thursday	READING	ASSIGNMENTS	EXAMS
			Exam 1- Feb 6		
WEEK1 Jan 13-19	Introduction Communication with patients	Mechanics of movement	<i>Mobility In Context</i> Chapter 1 Chapter 2 Documentation Module 1	View Oxygen safety and OSHA videos. Complete Assessment for video. Due Sunday Jan. 19th by 11:59PM	Universal Precautions Quiz due by Sunday 11:59 PM
WEEK2 Jan 20-26	Special Environments Lines/Tubes	Hand Washing	<i>Mobility In Context</i> Chapter 3 Chapter 4 Documentation Module 2	Begin Journal Entries	Weekly Quiz Unit 1 First two attempts due by Sunday 11:59 PM
WEEK3 Jan 27- Feb.2	WC/Equipment (AD)	<i>Body Mechanics and Handwashing skill checks</i>	<i>Mobility In Context</i> Chapter 13 pg 320-334 & 367 Documentation Module 3	<i>Body mechanics, PPE and hand washing skills checks due this week</i> <u>American Heart CPR Certification card due to Jackie Thursday Jan 30, 2020 1:00PM</u>	Weekly Quiz Unit 1 second 2 attempts due by Sunday 11:59 PM
WEEK4 Feb 3-9	Vital Signs	Assessing Cognition [Guest speaker] 2:30-4:00	<i>Mobility In Context</i> Chapter 5 Documentation Module 4	Assign 2 due Feb. 9th 11:59PM	Weekly Quiz Unit 1 third 2 attempts due by Sunday 11:59 PM
			Exam 2 March 5	Lab Exam 1 Feb. 26th	
WEEK5 Feb 10-16	Positioning Draping	<i>Lab</i>	<i>Mobility In Context</i> Chapter 7	Assign 3 due Feb. 16th 11:59PM <i>VS skills check due this week by Friday 4:00PM</i>	Weekly Quiz Unit 2 first 2 attempts due by Sunday 11:59 PM

WEEK6 Feb 17-23	ROM CPM	<i>Lab</i>	<i>Mobility In Context</i> Chapter 9	Assign 4 due Feb. 23th 11:59 PM	Weekly Quiz Unit 2 second 2 attempts due by Sunday 11:59 PM
WEEK7 Feb 24-Mar. 1	Lab Exam 1	Transfers	<i>Mobility In Context</i> Chapter 8, 10,11, and 12	<i>Positioning, Draping, and PROM skills checks due this week by Friday 4:00PM</i>	Weekly Quiz Unit 2 Third 2 attempts due by Sunday 11:59 PM Lab Exam 1 Feb. 26th
WEEK8 March 2-8	Transfers Cont.	<i>Lab Exam 1</i>	<i>Mobility In Context</i>	<i>Transfer skills check due this week by Friday 4:00PM</i>	
Exam 3 April 2					
WEEK9 March 9-15	Mobility- WC	Mobility-Gait	<i>Mobility In Context</i> Chapter 13 Chapter 14		Weekly Quiz Unit 3 first attempt due by Sunday 11:59 PM
March 16-22	Spring Break		Spring Break		Spring Break
WEEK10 March 23-29	Mobility-Gait	<i>Lab</i>	<i>Mobility In Context</i>	<i>WC and Gait skills check due this week</i> Assignment 5 due 3/29 11:59 pm	Weekly Quiz Unit 3 second attempt due by Sunday 11:59 PM
WEEK11 Mar. 30- Apr.5	Bandaging, Taping, Lymph Edema	Lab	Notes	Practice cases	Weekly Quiz Unit 3 third attempt due by Sunday 11:59 PM
Exam 4 May 5					
WEEK12 April 6-12	Wound Care (Pam Yandell PT)	Lab	Notes	<i>Basic dressing skill check due this week</i>	Weekly Quiz Unit 4 first attempt due by Sunday 11:59 PM
WEEK13 April 13-19	Meds and test Surgical Precautions THA precautions	Murderball View Party	Notes	<i>Assignment 6 Video – Practice Case Self - evaluation due Sunday 4/26</i>	Weekly Quiz Unit 4 second attempts due by Sunday 11:59 PM
WEEK14 April 20-26	ADLs Review Week	<i>Lab</i>	<i>Notes</i>	Murderball Assignment Due 4/26 11:59	Weekly Quiz Unit 4 third attempts due by Sunday 11:59 PM
WEEK15 April 27- May 3	Final Exams		Final Exams	Final Exams- Lab Exam April 30th	Final Exams
Week16 May 4-8	Journal Entries are due 5/3 11:59				Lab Exam Retakes Final Exam May 5

Text Book and Supplies: ***Mobility in Context Principles of Patient Care Skills Second Edition***; Johansson and Chinworth;
ISBN 978-0-8036-5817-2

PTA Kit

CPR Certification- *******The CPR Certification must be from AHA and valid through May 2021.**

Weekly Quiz Unitizes-you will have a total of 6 attempts for each Weekly Quiz Unit and the expectation is for you to be working on them throughout the unit covered so at least 2 attempts should be completed each week. The grades will be averaged for the unit and the 4 units scores will be averaged to create a "lecture" exam grade. The Weekly Quizzes will be timed and self-submit at the end of the time.

Journal Grades – Total of 14 weeks, 3 a week average = A [42+], 2 a week= B [28-41], 1 a week = C [14-26]. Below 14 will receive a 0 for journal grade

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. I will utilize text messaging and you may communicate with me this way also. The instructor will not initiate communication using private email accounts. Students are encouraged to check SPC email on a regular basis each week of class. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

CAMPUS CARRY

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

(http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student’s responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

SPECIAL REQUIREMENTS (*Read Carefully)

- Students must complete the acknowledging quiz found in the START Here folder on BlackBoard, that the student has read and understands the content of syllabus, program and clinical handbook, grievance policy, and appeals process.
- **These acknowledgements are due by Thursday of the first week of classes.**
- **Cell Phones** – Cell phones are to be turned OFF or silenced during scheduled class periods. **Text messaging is not allowed during scheduled class/lab times.** Cell phones are to be used outside the classroom or lab only on designated breaks. Students are not allowed to have cell phones on their person during exams.
- **Class Dress Code** – Due to the environment of the scheduled lab dates, students are required to wear the following: Students are expected to follow the dress code as stated in the PTA student Handbook. You will need appropriate attire for lab.

COURSE DISCLAIMER

You may not apply what you are learning to the general public as you are a student PTA and are learning physical therapy techniques. You will be practicing these skills on each other when you are in lab under the course instructor's supervision. If you are presently working in a clinic you cannot practice these skills on patients. Once you have passed the class, you still cannot practice the acquired skills in a clinic. You will only be permitted to apply these skills to the general public under a clinical instructor's supervision once you begin your clinical internships. Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the PTA curriculum, or licensure.

Jackie Underwood
PTA Program Director
Associated Professor

ACCOMMODATIONS

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

DISABILITIES STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind's Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works With Others

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer's expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

SYSTEMS—Understands Complex Interrelationships

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY—Works with a Variety of Technologies

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.