



BROOKLINE COLLEGE
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Associate of Science
Physical Therapist Assistant

Program Handbook

2016-2017

The policies included in the College catalog and most recently dated supplement supersede any Handbook or policy statements, whether written or oral. Any subsequent revisions will substitute and replace prior policy or procedure statements and become a part of the College catalog. Brookline College reserves the right to change the policies herein as needed in the course of business. The College will provide as much notice as possible of any changes in these policies.

The Program Handbook for the Associate of Science in Physical Therapist Assistant program will identify any additional policies required by the Commission on Accreditation in Physical Therapy Education (CAPTE).

The Physical Therapist Assistant program at Brookline College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>.

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Introduction to the Program

Brookline College's Physical Therapist Assistant program leads to an Associate of Science degree in Physical Therapist Assistant. The program is designed as an eighteen month program, consisting of five fifteen-week semesters over 75 weeks. The program provides general, technical and clinical education courses that enable the student to meet graduation requirements. Students will engage in one full-time two week Clinical Experience during the fourth semester, followed by two full-time clinical education experiences in the fifth semester. The type and location of these clinical affiliations will be determined by program faculty to ensure the student receives the necessary clinical education prior to graduation.

Brookline College PTA Program Mission and Philosophy

Mission

In accordance with mission of Brookline College, the mission of the Physical Therapist Assistant Program is to academically and professionally prepare students to attain entry-level skills for the practice of a physical therapist assistant, under the direction and supervision of a physical therapist. The mission of the Physical Therapist Assistant Program is to prepare students to practice as physical therapist assistants in a multicultural society in our local community and throughout the nation.

Philosophy

The Physical Therapist Assistant Program faculty is committed to preparing students to become as proficient in preserving each patient's dignity as in providing the technical skills of a physical therapist assistant. The Program maintains the same high expectations of students professionally and ethically as the physical therapy industry expects of its professionals. The Physical Therapist Assistant Program emphasizes the responsibility of the student for his/her own academic and professional success, with supportive faculty and staff to assist the student through the learning process. Physical Therapist Assistant Program faculty strives to provide a learning experience that incorporates current physical therapy practice with instructional approaches that support a diverse student population with a variety of learning styles. The Physical Therapist Assistant Program's educational objectives provide an atmosphere that combines didactic instruction in the theories and technical aspects of the physical therapist assistant profession with appropriate clinical education experience.

Brookline College PTA Program Goals and Objectives

Program Goals

In agreement with the mission of the Physical Therapist Assistant Program at Brookline College, the goals of the program are to prepare graduates who:

1. Demonstrate the intellectual, clinical and professional skills and behaviors of an entry-level physical therapist assistant to provide current physical therapy services under the direction and supervision of a physical therapist.
2. Demonstrate the clinical decision making and responsibility to be safe, ethical, effective and competent members of a health care team.
3. Demonstrate behaviors that act in accordance with appropriate facility, state and federal statutes, and with the professional and ethical standards established by the American Physical Therapy Association.
4. Demonstrate behaviors that prioritize patient care and hold the patient's rights, privacy, and dignity in the highest regard, with an understanding of the needs of a multicultural society.
5. Achieve an effective transition from the education program to successfully passing the NPTAE to a career as a physical therapist assistant.

Program Objectives

Upon completion of the PTA program, the graduate will be able to:

1. Work under the direction and supervision of a physical therapist in a safe, ethical, effective and contributing manner, demonstrating a knowledge of:
 - a. The rationale and effectiveness of physical therapy interventions.
 - b. The Standards of Practice for Physical Therapy, the Standards of Ethical Conduct for the Physical Therapist Assistant, and the Values Based Behaviors for the Physical Therapist Assistant.
 - c. State and federal laws, including those in regard to scope of practice.
 - d. Ethical principles
 - e. Aspects of organizational planning and operation of the physical therapy service
2. Implement, adjust, and progress interventions within in a physical therapy plan of care, which may include, but is not limited to, the following interventions and applications:
 - a. functional training
 - b. infection control procedures
 - c. manual therapy interventions
 - d. physical agents and mechanical agents
 - e. therapeutic exercise
 - f. wound management
3. Demonstrate competency in data collection skills essential for carrying out a physical therapy plan of care, including gathering information on:
 - a. aerobic capacity and endurance
 - b. anthropometric measurements
 - c. arousal, mentation and cognition
 - d. ventilation, respiratory and circulatory examination
 - e. assistive, adaptive, orthotic, protective, supportive and prosthetic devices
 - f. gait, locomotion and balance
 - g. integumentary integrity
 - h. joint integrity and mobility
 - i. muscle performance
 - j. neuromotor development
 - k. pain
 - l. posture
 - m. range of motion
 - n. self-care and home management and community or work reintegration
4. Demonstrate recognition of discrepancies regarding a physical therapy plan of care and responds appropriately, including, but not limited to, the following:
 - a. recognizes when an intervention should not be performed due to changes in the patient's status and reports this to the supervising therapist
 - b. recognizes when the direction to perform an intervention is beyond that which is appropriate for a physical therapist assistant and initiates clarification with the physical therapist
5. Participate in education and instructional activities, including but not limited to:
 - a. educates patients and caregivers as directed by the supervising physical therapist
 - b. provides patient-related instruction to patients, family members and caregivers to achieve patient outcomes based on the physical therapy plan of care

- c. instructs other members of the health care team using established techniques, program and instructional materials commensurate with the learning characteristics of the audience
 - d. educates members of the public about the benefits of physical therapy (Standard #8 of Ethical Conduct for the Physical Therapist Assistant)
- 6. Complete written communication appropriate for role as a physical therapist assistant, including but not limited to:
 - a. Completes thorough, accurate, logical, concise, timely and legible documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies.
 - b. Provides accurate and timely information for billing and reimbursement purposes.
- 7. Demonstrate behaviors in accordance with the Values-Based Behaviors for the Physical Therapist Assistant, including but not limited to:
 - a. interacts with other members of the health care team in patient care and non-patient care activities
 - b. participates in performance improvement activities
 - c. demonstrates a commitment to meeting the needs of the patients and consumers
 - d. demonstrates an awareness of social responsibility, citizenship, and advocacy, including participation in community and service organizations and activities
 - e. identifies career development and lifelong learning opportunities
 - f. recognizes the role of the physical therapist assistant in the clinical education of physical therapist assistant students
- 8. Perform other aspects of physical therapy service and the role of the physical therapist assistant, including but not limited to:
 - a. takes appropriate action in an emergency situation
 - b. participates in discharge planning and follow-up as directed by the supervising physical therapist
 - c. reads and understands the health care literature

Expected Student Outcomes

At the end of the Program, the student is expected to:

- Be eligible to sit for the NPAT and succeed in achieving a passing score within two attempts.
- Meet state-specific criteria for certification to practice as a PTA
- Secure a position in the physical therapist assistant profession
- Become a productive member on an interdisciplinary healthcare team providing rehabilitation to the community
- Communicate with patients, caregivers, family members, and other healthcare professionals in effective, professional, caring and accurate manner.
- Behave in a manner that adheres to the Standards of Ethical Conduct and exemplifies professional core values.
- Apply safe, appropriate and effective procedural interventions under the direction and supervision of a physical therapist as indicated in the plan of care.
- Conduct him/herself in a manner that ensures an environment of patient dignity, privacy, rights and compassion.
- Promote health by educating the public and patients about wellness and prevention.
- Engage in lifelong learning and self-assessment to remain relevant to the rehabilitation industry environment.

PTA Program Faculty Contact Information

Lynn E. Bagnall, PT, MBA
Program Director
2445 W. Dunlap Avenue
Suite 100
Phoenix, AZ 85021
602-589-1311
lynn.bagnall@brooklinecollege.edu

James O Mulroy, PT, MS
Faculty, ACCE
2445 W. Dunlap Avenue
Suite 100
Phoenix, AZ 85021
602-589-1372
james.mulroy@brooklinecollege.edu

Alexis Sams, PT, DPT
Faculty
2445 W. Dunlap Avenue
Suite 100
Phoenix, AZ 85021
602-589-1377
alexis.sams@brooklinecollege.edu

Curriculum Outline and Sequence

For complete course descriptions, please refer to the Brookline College Catalog

COURSE	CREDITS
EN144 - English Composition	3.0
B1165 - Intro to Biology	3.0
AP101 - Anatomy & Physiology	6.0
PTA100 - Intro to PTA & Ethics	3.0
SEM 1TOTAL	15.0

PTA103 - Doc & Med Term	3.0
PTA104 - Kinesiology I	3.0
MH140 - College Math	3.0
PTA200 - Pathology of Systems I	3.0
PTA106 - Patient Care Skills	3.0
SEM 2 TOTAL	15.0

PTA105 - Kinesiology II	3.0
PTA107 - Therapeutic Exercise	3.0
P0136 - Intro to Political Science	3.0
PS135 - Intro to Psychology	3.0
PTA201 - Pathology of Systems II	3.0
SEM 3 TOTAL	15.0

PTA202 - Neurologic Rehabilitation	3.0
PTA203 - Ortho Rehabilitation	3.0
PTA204 - Rehab Across the Lifespan	3.0
PTA205 - Physical Agent Modalities	3.0
PTA301 - Clinical Experience I	2.0
SEM 4 TOTAL	14.0

PTA302 - Clinical Experience II	6.0
PTA303 - Clinical Experience III	6.0
PTA210 - PT Professional Issues	2.0
SEM 5 TOTAL	14.0
TOTAL CREDITS	73

Course/Faculty/Program Evaluations

Constructive student feedback is essential to improve the curriculum and instruction offered at Brookline College. Evaluations are taken seriously by the faculty and administration and are valuable in improving students' learning opportunities, enhancing courses, and guiding faculty development. Each semester, students are given the opportunity to provide feedback on program elements. At the end of each semester, students will anonymously provide their opinions about course content and course instructor. Students provide clinical instruction feedback on the APTA "Physical Therapist Assistant Student Evaluation: "Clinical Experience and Clinical Instruction."

Professional Association Membership

All students are encouraged to join the American Physical Therapy Association (APTA), the national professional association. Information regarding student association membership is available by calling 1-800-999-2782 or going to www.apta.org/membership.

Acknowledgment of Receipt of Program Handbook Form

At the close of the PTA Program student orientation, students will sign the "Acknowledgement of Receipt of the Program Handbook" form, found in the **Forms Section** of the Program Handbook.

Program Policies and Procedures

Student Conduct & Professional Behavior

Standards of professional conduct are an inherent part of professional socialization. It is expected that all students in the PTA program will adhere to these standards. Students are expected to demonstrate patterns of personal, academic, and professional behavior which indicate they are able to conform to the requirements of the PTA program; expectations contained in the APTA's Standards of Ethical Conduct for the Physical Therapist Assistant and Core Values; and Arizona Revised Statute, Title 32, Chapter 19 (Board of Physical Therapy Laws). The accepted standards of physical therapy practice include those that reflect honesty, respect and compassion, accountability, trustworthiness, reliability and integrity, confidentiality, social responsibility, and patient safety.

Also expected of students is adherence to Brookline College's policies and procedures, punctuality/promptness, and safety.

1. Students must be personally accountable for their own behavior and are expected to maintain the professional, ethical, and legal standards of physical therapy practice. They are also expected to conduct themselves according to the legal and ethical standards of the community and society. Students must follow established lines of authority and communication in the school and clinical facilities. Students may not use verbal, written, or electronic forms of communication that reflect a lack of respect, caring, or integrity and/or which may be construed as defaming or possibly slanderous/libelous to the institution, program, staff, faculty, or other students.
2. Students must demonstrate respectful behavior at all times particularly in the classroom, laboratory, and clinical areas. Examples of behaviors from which students must refrain include but are not limited to loud talking, profanity, or indiscriminate use of cell phones.

These are not acceptable behaviors.

3. Students must dress professionally in accordance with the documented dress code in the classroom, laboratory, and clinical facilities. Brookline College faculty and staff have the right to deny a student access to class, lab, or clinical if they are not dressed in accordance with the code.
4. It is required that students check their email on a **daily basis**, in order to stay current with any communication originating from the college or from the program itself.

The professional behavior component of the grading process is a point determined assessment by the instructor of the student's professional behavior during course activities. This will be based on punctual attendance; participation in the clinic/lectures/labs; constructive use of time; observance of Brookline College, PTA program and clinical facility policies and procedures; proper attire; respect of one's self and others, proper care of program equipment, appropriate response to instruction, punctual attendance, and observance of academic integrity.

Student Success and Progression through the Program

The success of students in the PTA program is a priority for program faculty. The faculty is available to provide assistance to students during office hours to answer questions, offer individual and group tutoring, available during open lab hours and examination remediation. Program faculty will work with students to identify barriers to learning and strategies to overcome these barriers. The Learning Resource Center offers additional assistance to students who are experiencing academic obstacles to learning.

If a student does not successfully pass a technical course in the didactic portion of the program (and thus receives an "F" for the course), the student is eligible to re-take the course the next time that it is offered. Students are not eligible for clinical education until all didactic work is complete. At the point when a student can go no further in the program, he or she is withdrawn from the institution and may re-enter the next time the failed course is offered according to the re-entry policy in the College Catalog. A review exam must be passed in order to reenter and continue the program. The student will not be required to repeat courses which have already been passed. After successful completion of the failed course, the student may progress to complete the courses which he/she has not already completed, including clinical education in the sequence in which the program offers.

If a student does not successfully pass a practical examination, the exam may be repeated. If the student successfully passes the practical examination, the maximum achievable grade is a 75%. If the student does not successfully pass the practical examination after two attempts, the student has failed the related course.

Student Rights and Responsibilities

The student role encompasses certain rights and attendant responsibilities. These have been identified by the PTA program as follows:

1. Students have the right to receive information on the course syllabus related to course objectives, expectations of students, grading criteria for the course, and guidelines for assignments.
2. Students have the right to practice clinical skills and receive feedback and suggestions for improvement prior to evaluation.

3. Students have the right to receive feedback related to class and clinical experiences, as well as guidance and suggestions to enhance learning.
4. Students have the right to an appeal process.
 - Students who wish to appeal a decision made by the College must complete an appeal form submit it along with a letter to the Director of Education within seven (7) calendar days from when the situation the student wishes to appeal has occurred.
 - The letter must describe, in detail, the circumstances which the student feels deserve consideration.
 - An appeal decision will be made by an appropriately determined committee.
 - The committee will have representation from the following areas of the School: Financial Aid, Student Services, and the Department/Program involved. The committee will review the student's letter and any other documentation provided and take into consideration the student's mitigating or special circumstances. The student may appear at the appeal meeting.
 - A written response will be given to the student within 10 calendar days from date of receipt of their appeal letter. While a student's appeal is being considered, there will be no change in the status under the appeal.
 - Students whose appeals are granted must abide by any terms and conditions set out in the Committee's letter granting the appeal.
 - Where applicable, the student appeal process must be completed before initiating the student grievance procedure
5. Students have the responsibility to provide proof of medical insurance coverage by the start of fourth semester, as well as completing all pre-clinical requirements.
6. Students have the responsibility to demonstrate professional behavior, responsibility, and accountability. These include but are not limited to:
 - a. Ensuring all pre-clinical requirements have been met prior to beginning clinical experiences and ensuring these remain current during the program.
 - b. Ensuring all financial requirements related to continued enrollments are met.
 - c. Attendance at all class and clinical experiences.
 - d. Punctuality for all class and clinical experiences.
 - e. Prompt and proper notification if the student anticipates being late or absent according to established policies.
 - f. Appropriate preparation for class activities, including proper lab attire for lab classes.
 - g. Honest and open communication with faculty, staff, and peers.
 - h. Submission of assignments by the due date.
 - i. Demonstration of courtesy and respect in all interactions.
 - j. Maintenance of patients' rights to dignity, privacy, and confidentiality.
 - k. Wearing appropriate attire to clinical experiences.
 - l. Consistent use of culturally sensitive, as well as educationally and developmentally appropriate language in all interactions.
7. Students have the responsibility to participate actively in the learning process by asking questions in class, seeking out new learning experiences, and integrating theory into clinical practice.

Grading System

All PTA courses use the following grading system. A "C" is the minimum passing grade in any PTA technical course. Students who receive a grade below a "C" in any PTA technical course will be required to repeat the course. Failing the same course twice or failing 2 core classes in the curriculum will result in dismissal from the program. Students are required to maintain Satisfactory Academic Progress (SAP) per the Brookline College Catalog.

Grade	Percentage	Rating	Grade Point Value
A	90-100%	Excellent	4.0
B	80-89%	Good	3.0
C	75-79%	Average	2.0
F	0-74%	Fail	0.0
R	None	Repeated	N/A
W	None	Withdrawal	N/A
WF	None	Withdrawal/Failing	N/A
TC	None	Transfer Credit	N/A
CR	None	Test Out	N/A
I	None	Incomplete	N/A

**Unless stated otherwise, this applies to "Program Concentration" coursework. It does not apply to "General Education" and/or "Additional Course Requirements."*

Students will receive notification in writing from the Registrar when any academic sanction is imposed. The letter will identify the cause of the sanction and specify any action to be taken on the part of the student. Students may be required to participate in remediation activities at the recommendation of faculty, Academic Coordinator of Clinical Education or Program Director.

Grading Policies

Students are responsible for monitoring their own performance and progress through the program. Students must consult with the instructor if unusual issues/situations exist which may affect academic or clinical performance. *Students are expected to be active participants in their academic and clinical progress and are responsible for following through with recommendations made by program or clinical faculty.*

Instructors designate the grade earned by students based on the student's achievement of course objectives. Evaluation also occurs informally with continuous feedback from faculty. It is important to ensure good communication between students and faculty. Concerns need to be identified early to provide every opportunity to learn and demonstrate satisfactory performance and to succeed. Weekly, midterm, and final evaluations may all be used in all classes, as well as Skills Checks and Practical Assessments in the laboratory.

Papers, presentations, and other course assignments are due on the date announced by course instructors. For each day beyond the stated due date as indicated on the course syllabus, there

will be a 10% reduction in the grade. After the 4th late day, zero credit will be awarded for the assignment.

All written papers submitted must follow the most recent edition of the APA Manual. Instructors may deduct points for poor composition, grammar, spelling, or incorrect referencing format. Academic dishonesty, as in plagiarism and/or fabrication is discussed in the plagiarism policy located in the Academic Catalog.

Written Examinations

Examinations will provide the most common means of evaluation of student academic progress. Course faculty determine appropriate assignments for all courses and identify corresponding grading weights. Classroom exams are primarily multiple-choice, although matching, true/false, short answer, and essay questions may also be used.

Late Exams

If the student is ill or an emergency occurs which prevents the student from taking a written examination on the prescribed date, it is the *student's responsibility* to contact the instructor according to established program policy. If the instructor views the cause for absence as reasonable, arrangements will be made for a make-up test/exam on a date chosen by the instructor but not to exceed 3 weekdays after the initial exam date.

Taking a written exam or a practical exam on a date other than the prescribed date for other reasons will only be allowed at the discretion of the Program Director or Director of Education. Failure to take a make-up test/exam will result in a grade of zero for that exam. *It is the responsibility of the student to contact the instructor to request a makeup test/exam, quiz, skills checks or practical exam.* A 10% deduction may be applied to the grade of the make-up written test or practical.

When a student is late for an examination, he/she will be permitted to take the exam but will not be given additional time. Students will be denied access to an exam if they are more than 30 minutes late and will receive a grade of zero for the exam, without proper notification to the instructor.

Exams will be reviewed in class during the next class session, whenever possible. Exam review will be focused on selected questions as identified by the instructor. Questions to be reviewed will be selected based on item analysis and response frequency. Students who wish to discuss questions not selected may make an appointment with the instructor for an individual review.

Any activity related to recording or sharing of content on written, practicum, or computer exams will be considered academic dishonesty.

Student Conduct during Testing

Students will:

1. Refrain from talking
2. Place nothing on the desk except pencils and pens; scratch paper and a calculator will be provided by the instructor if necessary.
3. Begin the test at the same time.
4. Maintain academic integrity and refrain from cheating; students suspected of cheating will be removed from class without completing the exam and will be reported to the Program Director and/or the Director of Education.

5. Caps/hats will be removed; backpacks and any other student items will be placed at the front of the room.
6. Cell phones must be silenced or placed on vibrate out of sight at the front of the room.

Practical Examinations

The student is required to demonstrate competency in the performance of all skills learned in all courses. Competency is assessed by the instructor through Skills Check Form for each course. Skills are not checked off until the student demonstrates the skill at the proficient competency level. All skills must be demonstrated competently prior to taking practical examinations. Skills Checks are Pass/Fail and are not assessed with a grade.

The practical examinations will test the student's ability to demonstrate and defend hands-on psychomotor skills developed throughout the course. Students will be expected to demonstrate knowledge of principles that might include treatment intervention choices, performance of interventions, analysis of functional movement, and documentation of patient response.

Students must receive a score of 75% of the attempted skills and pass all safety factors to pass each practical examination. The practical exam(s) must be passed in order to pass the course. Practical examination scores are a component of the student's course grade. Students who receive less than 75% or who do not pass all safety factors on each practical exam will be given one opportunity for retesting. If the student receives a grade of 75% or higher on the retest, the student will be deemed to have passed the practical exam.

If a student is unable to successfully achieve a passing score on a second attempt, the student will receive an "F" for the course.

Failure of a practical examination in one class has no bearing on other classes in the same semester, *if completed and passed*.

Late Practical Exams

If the student is ill or an emergency occurs which prevents the student from taking a practical examination on the prescribed date, it is the student's responsibility to contact the instructor by telephone or email prior to the exam date when possible. If the instructor views the cause for absence as reasonable, arrangements will be made for a make-up test/exam on a date chosen by the instructor but not to exceed 3 weekdays after the initial exam date. Taking a practical exam on a date other than the prescribed date will only be allowed at the discretion of the course instructor. Failure to take a make-up test/exam will result in a grade of zero for that exam. It is the responsibility of the student to contact the instructor to request a make-up test/exam.

Dress Code

The following guidelines have been established to meet the dress requirements for Brookline College Allied Health Programs:

- Three polo-style Brookline College shirts are issued to each student. Students are required to wear the college uniform in all class room and clinical settings unless the clinical setting or the laboratory activity requires other clinical attire. If the uniform cannot be worn during pregnancy, the Program Director should be consulted regarding acceptable dress. Students who wish adaptations to the uniform for cultural and/or

religious reasons need to consult with Program Director and or the Director of Education prior to the first day of class.

- The student uniform must be clean and neat.
- Hair must be clean, worn off the collar and pulled back from face while in uniform, (especially while working in the lab).
- No jewelry is to be worn with the uniform except wedding rings, engagement rings, and a wristwatch with a second hand. No neck chains, ornamental pins, or bracelets are to be worn with the uniform.
- No hats, caps, headbands, or bandanas of any kind may be worn in the classroom or the clinical areas.
- No visible tattoos are permitted in the clinical setting They must be covered.
- One pair of small plain earrings may be worn in pierced ears. NO dangling earrings should be worn. No body piercing jewelry is to be visible. Clear spacers may replace body piercing while in class or at clinicals. If the removal is not an option, the reason should be discussed with the Program Director prior to the first clinical day. If the reason is justified, the jewelry will need to be covered. This policy is in effect for the safety of both students and patients to eliminate potential sources of infection and/or injury as well as to avoid distractions to patients who are in the care of students. **Clinical facilities may have additional regulations or guidelines that will be required.**
- Makeup should be minimal and subtle. Neatly trimmed beards and mustaches are permitted.
- Students will maintain personal hygiene. Students will bathe daily and use deodorant. No offensive body odor or cigarette smell.
- Cologne, after-shave, or perfumes are not permitted in the classroom or clinical facility.
- Picture ID badge is worn in a visible area at all times both in school and clinical facilities.
- Socks or neutral nylons must be worn with uniforms.
- Shoes must have closed toes, low heels, and a strap over the heel.
- Fingernails must be clean and short. Light pastel or neutral color polish is acceptable.
- No artificial nails, wraps, or extenders of any length.
- No chewing gum while in uniform.

Student Safety

Students are required to be physically and mentally able to provide safe patient interventions in clinical practice settings. Students are expected to participate fully in all activities required by the physical therapist assistant program. This includes, but is not limited to, the following abilities:

- Lifting 40 or more pounds
- Performing psychomotor skills necessary for carrying out physical therapy interventions
- Possessing sufficient hearing, visual acuity, and depth perception to perform physical therapy interventions
- Lifting, moving, and operating equipment used in the treatment of patients
- Possessing the psychological stability to perform physical therapy interventions safely and effectively in stressful situations and to exercise critical thinking, reasoning, and judgment in patient intervention situations.

Campus Security and Safety

Each fall, as required by the Higher Education Amendment of 1992, Brookline College publishes the Campus Crime & Security Report. This report is available continually at <http://brooklinecollege.edu/student-services/crime-and-security>

The Safety Officer for the Phoenix Campus is Mr. Robin Vanhoff. Information, policies and procedures regarding safety in dealing with body substances and hazardous materials is contained in the Brookline College SDS Manual, which is located at the front desk.

Clinical/Fieldtrip Policy

Program may on occasion utilize "field trips" to off-campus locations for laboratories or observation experiences (i.e. pediatric clinics, aquatic rehab facilities). The waiver form for "Clinical/Field Trips", found in the **Forms Section**, delineates student responsibility for transportation, safe conduct to and from an assigned Clinical Facility for the purpose of required clinical education experiences and for the student's participation in clinical activities off-campus (i.e. observation/field trip). Off-campus clinical experiences take place at affiliated clinical facilities with which Brookline College has a current contract. Policies and procedures related to student safety while on the clinical facility site are contained in the contract with that facility. The roles and responsibilities of each party in the contract to ensure the student's safety are clearly delineated. Students will sign the Clinical/Field Trip Waiver form prior to participating in off-campus field trips.

Off/On Campus Injury and Accidents

If a student is injured during a clinical experience, it is his or her responsibility to inform the clinical instructor immediately. Agreements with clinical sites demand specific procedural steps that students are expected to follow. A copy of the Injury/Accident Report or written summary of the incident must be forwarded to the PTA Program Director within 24 hours of the incident.

Students involved in an accident or who are injured while on campus are responsible for reporting the circumstances immediately to the Program Director and/or the faculty instructor.

Electronic Devices

Cell phone usage policy in the classroom will be discussed with the class instructor. It is recognized that many appropriate electronic resources or applications **may** be utilized within the classroom environment, depending upon the subject matter. At no time, however, should use of electronic devices be used indiscriminately during lecture or lab instruction. Permission must be granted by the instructor to utilize a cell phone or electronics for research. Texting is not permissible within the classroom unless there is an emergency, at which time, the student is to indicate that he/she must leave the classroom to utilize a cell phone for personal use.

College ID

Students will be issued a name tag which identifies him or her as a physical therapist assistant student at Brookline College. The student name tag must be worn at all times while on campus and during clinical experiences.

Photo/Video/Audiotape Policy

Program recognizes that there may be instances in the curriculum when photographing, videotaping or audiotaping a student during a lecture or laboratory session is indicated for

educational purposes. The student will sign a media release form to allow photos, videos or audiotapes to be made of him/herself. See **Forms Section** for release form.

Classroom and Lab Policies

Class Attendance

Students are expected to attend all scheduled class and lab sessions. At the start of each course the student will have received a course syllabus with the attendance requirements outlined. Absences do **not** relieve the student of the responsibility for missed assignments and exams. Students shall notify the instructor in advance, if possible, of any anticipated absences. ***In the event of an unanticipated absence, students must notify the Program Director and/or the instructor by telephone or email on the day of absence, in advance of class time if possible*** according to program policy. Arrangements must be made with each instructor for makeup work.

No food is permitted in the lecture or lab rooms. Water only is permitted in the lecture or lab rooms in plastic bottles with a resealable top.

Excessive Absence from Lecture/Lab:

After 14 consecutive calendar days of absence without notification to the Program Director, a student will be withdrawn from the College.

Any action taken due to excessive absences may affect financial aid and graduation dates. For more information regarding Brookline College's excessive absence policy please refer to the Academic Catalog.

Course Syllabi and Schedule Change

The syllabi are subject to change; the instructor will provide you with an updated syllabus if changes are necessary. The course schedule is subject to change, in the event that classes are cancelled on a given course day, or to accommodate extenuating circumstances.

Student-Instructor Communication

All instructors are available to students during posted office hours and by appointment. Communication with instructors via email should contain discussions pertaining to program and curriculum issues only. Emails to instructors containing personal information, jokes, chain letters, etc. are inappropriate. Students will be expected to communicate first with the course instructor, followed by the advisor and then program director for issues arising related to specific courses. Request for social media communication is deemed inappropriate while a student at Brookline College.

Rules Governing Classrooms/Labs

Children are not to accompany students to classrooms or labs. In addition, children may not be left unattended on the campus or the campus grounds. When students are in class or a lab, cellular telephones, pagers, and beepers must be turned off or put on vibrate. Text messaging is not permitted during class, unless an emergency occurs. At that time, the student may request to leave the classroom or laboratory to utilize his/her cell phone.

Laboratory Requirements

Lab attendance and participation are required. Non-participation during lab will be reflected in a reduction in the student's grade for the course.

To successfully complete the lab portions of all courses, the student must dress appropriately. Appropriate lab clothes include that clothing which allows for "therapeutic touch" such as athletic shorts, t-shirts, halter tops, sports bras. Students will change into lab clothes prior to the start of each lab session and each skills check/practical exam session. Failure to wear appropriate attire will be reflected in the professionalism component of the course final grade.

Practicing the psychomotor (hands-on) skills of material presented in the lab section of all courses is essential to learning and integrating these skills. Independent practice by students is expected during open lab time on Fridays and other open lab time granted, with the understanding that the instructors are available for assistance additionally during office hours and by appointment.

The student is required to demonstrate competency in the performance of all skills learned in all courses. Competency is assessed by the instructor through the Skills Check Form for each course. Skills are not checked off until the student demonstrates the skill at the proficient competency level. Schedules will be displayed outside faculty offices for scheduling check offs. All skills must be demonstrated competently before progressing to practical examinations.

Safety in the PTA Lab

Laboratory courses provide a venue in which students may practice clinical skills. The PTA Lab has materials and equipment to complement learning objectives and may be used for individual skills practice between the hours of 8:30 A.M. and 4:30 P.M. Monday through Friday, with notice to a program faculty member.

Students are expected to practice with each other in a respectful and professional manner. Students' instructors are available for additional lab instruction during open lab hours and by appointment.

Students are to participate in clean-up and be responsible for the equipment and materials in terms of safety, maintenance, and care. Students may only use equipment related to skills that have been taught and demonstrated in the classroom lecture and lab. Students are responsible for reporting any equipment in need of repair to a faculty member. Other than water, there is no eating or drinking permitted in the lab. Equipment in the PTA program laboratory will be secured behind locked doors between the hours of 4:30 P.M. and 8:30 A.M. The equipment will be maintained and calibrated per manufacturer specifications/recommendations and Arizona state regulations.

Safe Practice in Classroom and Clinical Affiliation Settings

- Patient and staff safety is of primary importance in the clinical affiliation setting. Students may not perform any physical therapy interventions without supervision of the clinical faculty; there are no exceptions.
- Students may not care for patients unless the clinical faculty is in attendance.

- Students must identify themselves to patients as a student physical therapist assistant prior to engaging in physical therapy interventions.
- Students must inform the patient of the patient's risk-free right to refuse participation in clinical education, prior to engaging in physical therapy interventions.

Unsafe Practice in Classroom and Clinical Affiliation Settings

A student may be excluded from the clinical area when his/her performance is deemed to be unsafe. Unsafe practice is any situation arising from a student's interaction with a patient which places the patient, student, staff, health care facility, and/or college at risk. Examples of unsafe practice include lack of preparation, breach of confidentiality, physical or mental illness, leaving a patient unattended, undertaking tasks with insufficient supervision or permission, faulty practice, or leaving the unit without permission.

If a student's behavior is considered unsafe, it is the responsibility of clinical faculty to inform the student of the behavior and to provide guidance and direction for improvement. *Standards of Ethical Conduct for the Physical Therapist Assistant* communicates a standard of professional behavior expected throughout the PTA program.

The PTA program reserves the right to dismiss a student for unethical, dishonest, or illegal conduct that is inconsistent with the *Standards of Ethical Conduct*.

Unsafe and/or unethical practice may result in a clinical failure and dismissal from the program. Unsafe or unethical physical therapy practice may be evidenced by such behaviors as the following. This is not an exhaustive list but one intended to provide general guidelines.

1. Immoral or indecent conduct of any nature.
2. Performing activities for which the student is not prepared or which are beyond the capabilities of the student.
3. Performing activities which do not fall within the scope of practice of professional physical therapy practice.
4. Recording or reporting inaccurate data regarding patient assessments, care plans and/or physical therapy interventions.
5. Failing to recognize and/or report and record one's own errors in patient care.
6. Demonstrating physical, mental, and/or cognitive limitations which endanger the welfare of the patient and/or others.
7. Disclosing confidential or private information inappropriately.
8. Behaving in a disrespectful manner toward patients, faculty, and/or other health team members or failing to respect client right and dignity.
9. Arriving late to the clinical area, failure to follow reporting protocol when absent, failure to follow dress code guidelines
10. Attending clinical experiences while under the influence of alcohol or drugs, including prescription medication which may impair performance, or excessive lack of sleep. The clinical faculty member must be notified immediately of any prescription medication that must be taken before or during the clinical experience.
11. Negligence, purposeful patient harm, violation of or threat to the physical safety of the client (i.e. failure to use transfer/gait belts, failure to lock wheelchair brakes)
12. Inability to complete care/assignment within the established time period, inappropriate or untimely communication
13. Lack of adequate theoretical knowledge in preparation for the provision of patient care.

14. Recording or reporting inaccurate data regarding patient assessment, care plans and/or physical therapy interventions.
15. Accepting, soliciting, borrowing, or removing property or money from a patient or patient's family; removing drugs, supplies, equipment, or medical records from the clinical setting; soliciting, accepting tips or gratuities or conducting private enterprises in clinical agencies.
16. Abandonment by leaving the clinical facility or patient assignment without notification.
17. Failure to provide concise, inclusive, written and verbal communication.
18. Refusal of a patient assignment based on a patient's race, culture, sexual orientation, or religious preference.
19. Using profanity, making inappropriate comments of sexual, racial, or otherwise offensive.
20. Using facility equipment/supplies for personal use, e.g. telephones, computers, etc.

Informed Consent/Release of Liability

In order to advance understanding in the application of patient treatment, students will regularly apply components and techniques from the curriculum in a psychomotor-based (hands-on) lab setting. Students will frequently take on the role of a PTA and/or simulated patient during the course of the PTA Program and clinical education in order to physically develop the essential skills required of a PTA. Demonstration by the instructor and practice of these essential skills by the students requires the use of therapeutic touch on or by fellow classmates. Components of therapeutic touch may include (but are not limited to) palpation, range of motion, massage and other manual therapy skills, transfer techniques, and the application of physical and mechanical modalities. Students are expected to maintain ethical and professional behavior standards as stated in the Student Conduct & Professional Behavior section of this handbook (page 9) as well as the APTA's Standards of Ethical Conduct of Physical Therapist Assistants. Students must inform the instructor of any reason for non-participation or of any contraindication(s) to his/her participation in hands-on learning activities. Students will be asked to sign an informed consent form/waiver prior to participation. See **Forms Section** for Informed Consent/Release Form.

Clinical Education Information

Clinical Education Overview

Separate but not independent from the academic component of the PTA Program curriculum, clinical education is an essential part of preparing students to deliver safe and effective physical therapy interventions and eventually enter the workforce. Students receive their clinical education through a series of experiences conducted in actual physical therapy settings and under the supervision and direction of physical therapists and the direction of physical therapist assistants. During these clinical experiences students utilize knowledge gained in the classroom to develop hands-on intervention skills commonly seen in patient care.

The student's first clinical experience is PTA 301 Clinical Experience I. This full time two week clinical experience provides the student an opportunity to observe and participate in various physical therapy settings for a total of 80 hours.

During the fifth and final semester the student is engaged in two full time clinical experiences: both are seven weeks long. The intent of the full-time experiences is to enable students to further develop in more depth and breadth their understanding of the rehabilitation industry, and to

progressively advance their knowledge and application skills of physical therapy interventions in a safe, effective manner and under the supervision of a physical therapist. These courses are PTA 302 and PTA 303, Clinical Experiences II and III, respectively.

To prepare the clinical sites accepting students for clinical affiliations, the Academic Coordinator of Clinical Education provides an overview of the coursework covered prior to the three clinical experiences. This enables the Clinical Instructors (CI) to adequately and effectively prepare learning experiences aligned with the student's knowledge and skills up to that time.

Definitions

Academic Coordinator of Clinical Education (ACCE)/ Director of Clinical Education (DCE):

Individual who is responsible for managing and coordinating the clinical education program at the academic institution, including facilitating clinical site and clinical faculty development. This person is also responsible for coordinating student placements, communicating with clinical educators about the academic program and student performance, and maintaining current information on clinical sites.

Center Coordinator of Clinical Education (CCCE): Individual who administers, manages, and coordinates clinical instructor assignments and learning activities for students during their clinical education experiences. In addition, this person determines the readiness of persons to serve as clinical instructors for students, supervises clinical instructors in the delivery of clinical education experiences, communicates with the academic program regarding student performance, and provides essential information about the clinical education program to physical therapy programs.

Clinical education: That portion of a physical therapy program that is conducted in the health care environment rather than the academic environment.

Clinical education experiences: That aspect of the curriculum in which students' learning occurs directly as a function of being immersed within physical therapy practice. These experiences comprise all of the formal and practical "real-life" learning experiences provided for students to apply classroom knowledge, skills, and professional behaviors in the clinical environment. These experiences would be further described by those of short and long duration (part-time and full-time experiences) and those that vary how learning experiences are provided (rotations on different units within the same practice setting, rotations between different practice settings with the same health care system) to include comprehensive care of patients/clients across the lifespan and related activities. Part time clinical education experiences are less than 35 hours per week. Full-time clinical education experiences are 35 or more hours per week. (CAPTE)

Clinical educator/faculty: Includes all individuals who participate in providing student clinical education experiences in the practice environment, including CIs and CCCEs.

Clinical education site: The physical therapy practice environment in which clinical education occurs; that aspect of the clinical education experience that is managed and delivered exclusively within the physical therapy practice environment.

Clinical instructor (CI): Individual(s) at the clinical site who directly instruct(s) and supervises(s) students during their clinical learning experiences.

Clinical Performance Instrument (CPI): The Physical Therapist Assistant CPI is an evaluation instrument developed by an APTA task force to uniformly assess physical therapist assistant students' performance in the clinical setting.

Reference: APTA's A Normative Model of Physical Therapist Assistant Education: Version 2007

Eligibility for Clinical Education Placement

In preparation for placement in the Clinical Experiences, the student must successfully complete closely sequenced and integrated technical education courses and demonstrate competency in patient safety and therapeutic interventions as assessed through various practical examinations and skills checks. Students must also have completed records in preparation for clinical education. This includes titers and immunizations, a physical examination, a drug screen, a background check, proof of personal medical insurance, and proof of CPR/First Aid certification.

Liability and Health Insurance

While students are participating in assigned clinical experiences, students are covered under Brookline College's Student Accident Insurance Policy. Students are covered only in assigned clinical activities.

If a student is injured during a clinical experience, the student must immediately inform the clinical instructor and follow the policy and procedure of that clinical site.

Students are required to carry personal health insurance at all times while enrolled in the PTA Program beginning the second semester. Coverage must continue at least through the last day of your final full-time clinical experience. Proof of health insurance (a copy of your card or policy statement) must be turned in to the ACCE by the first day of the second semester. Students who do not have health insurance may obtain information about free or low cost health insurance from the Program Director or the Director of Education.

Required Health Information

Due to the nature of required clinical experiences in a variety of healthcare settings, the Physical Therapist Assistant Program has specific health and immunization requirements for students. As most clinical facilities require that your health status be verified according to professional medical standards, you must have a complete physical examination and all immunizations prior to participation in any clinical experience. If you do not obtain a physical or immunizations prior to the beginning of the fourth semester, you will be prohibited from participating in PTA 301 Clinical Experience I. Failure to participate in PTA 301 will preclude you from being able to participate in subsequent full-time clinical experiences (PTA 302 and PTA 303).

The student will submit to the Physical Therapist Assistant Program a comprehensive health assessment and immunization records which must be completed by a physician or other qualified health care provider, i.e. Nurse Practitioner or Physician Assistant. Students are required to have the following immunizations, at a minimum: Hepatitis B (or a signed declination) MMR, TB, Varicella, Tetanus, and a flu shot. Students will also be required to complete a drug screen.

CPR Card and First Aid Card

A certificate of CPR training is required of all students to be eligible to participate in all clinical experiences. CPR training is provided by as part of the technical education curriculum.

Student Competence Prior to Clinical Assignment

The student is required to demonstrate competency in the performance of all skills learned in all courses. Competency is assessed by the instructor through Skills Check Form for each course. Skills are not checked off until the student demonstrates the skill at the proficient competency level. All skills must be demonstrated competently prior to taking practical examinations. Competency is further assessed in the practical examination, which combines multiple aspects of the delivery of physical therapy services in a scenario-based format. Clinical instructors are provided with the Skills Check Forms for all classes completed prior to assignment to clinical affiliation.

Assignment to a Clinical Site

Assignments to clinical experiences are made by the Academic Coordinator of Clinical Education. It is the responsibility of the student to have reliable transportation to and from their assigned clinical site. Every effort is made to place students at clinical sites keeping in mind student wishes and financial and personal obligations; however, specific program and student educational objectives must be met which may necessitate placement in clinical settings either outside of commuting distance from campus or outside of Arizona. It is the responsibility of the student to make travel and lodging arrangements during full-time clinical experiences.

Cost Factors

The student is responsible for all costs associated with clinical experiences including travel, lodging, food, etc.

New Site Development

The Academic Coordinator of Clinical Education is constantly searching for and developing new clinical sites to create the most comprehensive and effective clinical education for the PTA students. There are occasions when a student knows of a specific clinical site that he or she would like to go to for the clinical experiences. When this is the case, the student must advise the Academic Coordinator of Clinical Education before initiating any contact with this site. If the clinic is found to meet the educational needs of the students and the program, the Academic Coordinator of Clinical Education will initiate a clinical agreement with the site. Clinical site development is on-going process and we always welcome suggestions from students for new clinics.

Prior Relationships with Clinical Sites

It is the Program's intention to place students at clinical education facilities in which the student will receive an objective assessment of performance. Therefore, the ACCE will not place a student in a clinical site if any of the following conditions exist:

- 1) Student has previously worked at the clinic
- 2) Student has already accepted a PTA position for after graduation
- 3) Student has accepted scholarship money in return for post-graduation employment.

Clinical Education Requirements

Students must successfully complete all prerequisite classroom and laboratory learning experiences to be eligible for placement in a clinical education facility. Successful completion of these classroom and laboratory experiences requires that a student demonstrate competencies in patient/therapist safety and skills in data collection and therapeutic interventions. Competency is assessed by the faculty through practical examinations and skills checks.

The Academic Coordinator of Clinical Education (ACCE) will assign each student to a clinical education facility. It is then the responsibility of the student to contact the Clinical Instructor to schedule his/her first day in the clinic to fulfill the requirements for successful completion of the clinical education course. It is also recommended that the student offer to meet the CI briefly 1-2 weeks before the start of the clinical experience if the CI wishes an introduction. Students will be expected to schedule their hours in the clinic during the working hours of the clinical instructor. Changes to the schedule can be made, however; the ACCE and the clinical facility's Center Coordinator for Clinical Education must grant approval prior to the change.

Attendance: Clinical Experiences

During participation in a clinical education experience the student is required to attend and participate in clinical activities on a weekly basis. The student must submit to the ACCE a weekly timesheet indicating total attendance in the clinic for that week, signed by the CI. In the event the student cannot schedule with the Clinical Instructor attendance time for consecutive weeks, the student will contact the ACCE immediately.

It is the responsibility of the student to schedule clinic time with the Clinical Instructor, to submit weekly timesheets to the ACCE and to notify the ACCE if there is a break in consecutive weekly attendance in the clinic. It is also the student's responsibility to ensure a total of 80 hours of attendance and participation for PTA 301 Clinical Experience, and a total of 280 hours each for PTA 302 Clinical Experience II and for PTA 303 Clinical Practice III.

At the start of each course the student will receive a course syllabus with the attendance requirements outlined. Absences do not relieve the student of the responsibility for missed time in the clinical education facility. Students shall notify the clinical instructor in advance, if possible, of any anticipated absences. Prior arrangements must be made with each clinical instructor for makeup work. Missed time at the clinical education facility may be made up at the instructor's and/or ACCE's discretion and in accordance with Brookline College policies.

Excessive Absence from Clinical Experience:

Excessive absenteeism in the clinical setting will impede meeting the course outcomes.

After 14 consecutive calendar days of absence without notification to the ACCE or Program Director, a student will be withdrawn from the College.

Any action taken due to excessive absences may affect financial aid and graduation dates. For more information regarding Brookline College's excessive absence policy please refer to the Academic Catalog.

Grading of Clinical Education Courses:

The individual syllabus of each Clinical Experience will define the grading parameters for the course in detail, and timelines for submission. Below is a summary for each course:

Clinical Experience PTA 301

The first Clinical Experience is graded based on the completion of 80 clinical hours over the 2-week full time clinical experience, evaluations from the Clinical Instructor, the weekly submission of time sheets, and the submission of student and CI evaluations of the experience. The student is also responsible for an oral presentation with power points, following the assessment rubric from which the student will be graded by the CI.

Clinical Experience PTA 302

The second Clinical Experience is graded based on the completion of 280 hours of clinical education, the evaluation from the clinical instructor, the weekly submission of time sheets, the submission of student and CI evaluations, an in-service presentation, and a research paper, following the assessment rubric.

Clinical Experience PTA 303

The third Clinical Experience is graded based on the completion of 280 hours of clinical education, the evaluation from the clinical instructor, the weekly submission of time sheets, the submission of student and CI evaluations, and an in-service presentation.

Evaluation Process in Clinical Education:

Student Evaluation:

Physical Therapist Assistant Clinical Performance Instrument (PTA CPI): The Program uses the APTA's CPI for its summative evaluations. This tool is completed by the facility's Clinical Instructor (CI), **and** the student.

Formative: Formative evaluation is performed during the clinical experience to provide feedback for further learning and activity modification. The Physical Therapist Assistant Program, in cooperation with the Clinical Instructor, uses the following evaluation tools for the student's formative assessment:

The Clinical Performance Instrument utilizing progressive grading criteria throughout the three clinical experiences, and assessment rubrics developed for the assignments.

Summative: Summative evaluation is performed at the mid-point and end of the clinical experience in Clinical II and Clinical III and is intended to assess the final achievement of course objectives and determine whether a student is competent in various procedures.

The CPI assessing student performance in Clinical I is completed only at the end of the clinical experience. There is no mid-clinical assessment.

At the approximate midpoint of your full time clinical experiences the faculty will conduct a formal meeting with you and the clinical instructor. This meeting will take place either in person or, if circumstances prevent this, by telephone.

You should be prepared to discuss with the faculty visitor, your comments and observations of the experience to that date, and also to discuss your performance ratings on the CPI with the CI.

FORMS SECTION

Clinical/Fieldtrip Waiver Form

Brookline College
Physical Therapist Assistant Program

I, _____, a student enrolled in the Physical Therapist Assistant Program, understand and agree that I am fully responsible for the cost of any physical, emotional, or property injury resulting from my transportation, safe conduct to and from an assigned Clinical Facility for the purpose of required clinical education experiences and for my participation in clinical activities on or off-campus (i.e. observation/field trip) and thus will in no way hold the College or faculty/staff member responsible for any injuries and/or losses incurred during transit or while participating in any clinical activities on or off-campus including but not limited to medical and dental expenses incurred as a result of my participation in this program.

Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend the College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any loss, damages or injuries arising out of or in connection with participation in this Program.

I indicate by my signature below that I have read the terms, conditions of participation, and agree to abide by them. I have carefully read this Waiver Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Waiver Form shall be governed by the laws of the State of Arizona, which shall be the forum for any lawsuit filed under or incident to this Waiver Form or to the Program. If any portion of this Waiver Form is held invalid, the rest of the document shall continue in full force and effect

Student Signature Date

Instructor Signature Date



Informed Consent/Release of Liability Form

Brookline College
Physical Therapist Assistant Program

I _____, freely choose to participate in the laboratory activities as part of specific courses contained in the PTA Program curriculum. Instructors and other students will have opportunities to demonstrate and practice on me those skills learned in various classes. These skills include, but are not limited to a variety of: mobility exercises, therapeutic exercises, testing and measurements, and physical agents. I understand that there is some risk of injury resulting from my participation in these skills training activities.

In consideration of my participation in this Program, I state the following:

- There are no health-related reasons or problems that preclude or restrict my participation in this Program
- I understand that my participation includes acting both as the simulated patient and the student PTA (Therapeutic Touch)

Participating in either role, I will comply with the following requirements:

- I have a completed health form on file with the College.
- I will perform the procedures assigned in each laboratory session under the direct supervision of the course instructor.
- I will notify the instructor of any contraindications, which apply, to my participation in the laboratory procedure
- I will inform the instructor, prior to the laboratory session, of any current condition or any changes that occur which might interfere with my participation in the laboratory procedure
- To the best of my knowledge, I am safe to perform the assigned procedures and have the procedures performed on me by fellow classmates.

I recognize that the College is not obligated to attend to any of my medical needs, and I assume all risks and responsibilities therefore. The College may (but not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety. Such actions do not create a special relationship between Brookline College and me.

Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend the College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participation, my parents or legal guardian or any other person may have for any loss, damages or injuries arising out of or in connection with participation in this Program.

I indicate by my signature below that I have read the terms, conditions of participation, and agree to abide by them. I confirm that I have disclosed all pertinent information and can safely participate in the program's laboratory activities. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made.

Student Signature Date

Instructor Signature Date



Photo/Video/Audiotape Release Form

I understand that in the course of my education in the Physical Therapist Assistant Program, there may be occasion for my photograph/video to be taken.

I consent to my photograph/video being taken for the purposes of knowledge and education; or in the event the college requests photos for the student catalogue, schedule, or marketing materials.

I further understand that I will not be identified by name in these photos/videos.

I have the right to rescind this release in writing at any time.

Student Name_____

Student Signature_____

Date_____



Acknowledgement of Receipt of Program Handbook

Brookline College
Physical Therapist Assistant Program

I, _____, acknowledge that I have received the Brookline College PTA Program Handbook. I acknowledge that I have reviewed the content of the handbook and I will discuss with the Program Faculty any questions or issues that may arise.

My signature below indicates my receipt of the PTA Program Handbook and my understanding of the PTA program policies and procedures as written in the Handbook.

Signature _____ Date _____