

HINDS COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK
2021-2022

For the 2021-2021 school year, the following program guidelines and grading systems will be in effect for the PTA student in the courses. All students enrolled in the Physical Therapist Assistant Program must read the program handbook and sign the attached form, stated that it has been read and understood.

The Health Programs at the Nursing/Allied Health Center of Hinds Community College are preparing you to take a vital role in the community. You will be responsible for decisions and performance of tasks that may be critical to the health or life of another individual. All should strive to obtain as much knowledge as possible, become a professional, and be the best you can be.

Dear PTA Student:

Welcome to Hinds Community College and congratulations on being accepted into the Physical Therapist Assistant Program. As you begin this new phase of your life, you will be faced with many new challenges. You will also experience a great deal of personal growth. We want you to know that we are dedicated to helping you grow as a student and as a professional so that you will also continue this process of growth in a successful career.

The next two years will also be very rewarding in many aspects. Your life will be filled with new friendships, new experiences, fun, and lots of hard work. You will eventually come to a point in your studies where you will be able to look back and be amazed at how much you have learned and accomplished. The key to this success in the Physical Therapist Assistant Program is to: study, study, study, study; follow the program guidelines and college policies; always be professional and courteous; and **DO NOT FALL BEHIND!**

The physical therapist assistant program is a two year program and must be completed consecutively in order to continue each semester and to finally complete the program. We want you to realize that all programs at Hinds Community College Nursing Allied Health Center are different. Each program may have some similarities but each program has their own set of guidelines for the students to follow in order to complete the program.

Therefore, the information contained in this student manual is designed to provide specific information about the program guidelines. Following these guidelines will make your educational experience more productive and pleasant. You are expected to be aware of and comply with the guidelines contained in this manual. There are several forms within this manual that you will be required to sign for us to keep in your file. Any questions regarding this information can be answered by the program faculty.

Again, we are excited to have you in the program and look forward to a great two years with you!

Pam Chapman, PT
Program Director

Angie Burt, PTA
Clinical Education Coordinator

Melinda Roberson, PT
Instructor

PTA FACULTY

Program Director: Pam Chapman, M.Ed., PT
Office: 271 Anderson Hall
Phone: 601-376-4825
Email: ptchapman@hindsc.edu

Clinical Education Coordinator: Angie Burt, LPTA
Office: 269 Anderson Hall
Phone: 601-376-4837
Email: angela.burt@hindsc.edu

Instructor: Melinda Roberson, DPT
Office: 270 Anderson Hall
Phone: 601-376-4871
Email: Melinda.roberson@hindsc.edu

PURPOSE OF THE MANUAL

The **Student Manual** is intended to provide the student with the basic information regarding guidelines of the Physical Therapist Assistant Program.

It is assumed the student is familiar with the basic policies and procedures of Hinds Community College and the Nursing/Allied Health Campus as provided in the current **Hinds Catalog, Hinds Student Handbook and NAH Student Manual**.

Policies, procedures, and college regulations are fully accessible to students on the College website at www.hindsc.edu. There you will find the **Hinds Student Handbook, the College Catalog, NAH Student Manual**, transfer guides, and many other helpful links.

HINDS COMMUNITY COLLEGE MISSION STATEMENT

Hinds Community College is committed to moving people and communities forward by helping develop their purpose, passion and profession. Our vision is that Hinds Community College will be a catalyst to create a competitive economy and a compelling culture for Mississippi. We aspire to the following IDEALS: Integrity, Diversity, Excellence, Accountability, Leadership, Stewardship

MISSION OF PTA PROGRAM:

To provide the necessary didactic, laboratory, and clinical experiences to enable the student to become a competent and skilled practitioner who provides caring and reliable treatment under the supervision of a physical therapist and provide the student with a foundation of learning that promotes lifelong learning.

GOALS:

To support its mission the Physical Therapist Assistant Program will:

Provide sequenced learning opportunities to foster understanding of appropriate skills and roles in the healthcare setting to perform as a licensed entry-level physical therapist assistant under the direction and supervision of a physical therapist (college 2)
Provide students with quality learning experiences to promote caring and culturally competent behaviors (college 3)
Provide students with a strong educational foundation to promote a commitment to personal and professional growth as a lifelong learner (college 3)
Provide special activities to promote the development of social, professional, and leadership skills (college 3 & 4)
Provide a variety of clinical settings to facilitate sufficient exposure to skilled practitioners to meet the diverse and changing healthcare needs (college 4)
Provide community alliances and partnerships to provide students with service learning and leadership opportunities (college 4)

PROGRAM OBJECTIVES:

Upon completion of the program graduates will:

- Demonstrate competent entry level physical therapy services under the direction and supervision of a physical therapist (SLO 1.d)
- Demonstrate safe, ethical & legal behaviors to minimize risk of patients, self & others (SLO 1.a)
- Communicate in an effective and culturally competent manner (SLO 1.b)
- Demonstrate a commitment to professional growth & lifelong learning (SLO 1.c)

PHILOSOPHY:

The faculty believes that:

Education is a process by which learning occurs and a positive change in behavior follows. Learning is dependent on individual abilities, needs and motivations and takes place more readily if it is goal oriented.

The teacher is a competent practitioner to guide the learner and direct activities designed to meet behavioral objectives; a resource person in helping students learn to think and problem solve; a mentor to the student in the learning process; an organizer/manager who plans and coordinates meaningful learning experiences; a motivator in sharing experiences which stimulate the student to transfer theory to practice; a diagnostician who helps students identify their strengths and weaknesses related to learning needs; an evaluator who exercises judgment in evaluating the competency of students in both theory, laboratory and clinical practice.

The participants will be expected to accept responsibility for their learning; and as such, will be considered learners. Learners will identify topic areas that are of particular interest to them for the purpose of paper assignments and clinical assignments; topic areas that present challenges to them; strategies for meeting his/her individual needs to master the information. Learners will actively participate in the learning process with self-effort; actively participate in the presentation/discussion of course materials; actively participate in the negotiation of a class schedule in order to meet the objectives for the course and for the learners; respect the interests and needs of the other learners; work together toward meaningful understanding of the materials presented; demonstrate respectful interactions with faculty and other learners at all time.

Clinical practice involves assessment, planning and intervention and is directed toward advancing the competency of the student's skills in the prevention, maintenance and restoration of function to the highest level possible.

Physical Therapy Education is a planned process that utilizes principles of learning to assist the individual to develop competence as a member of the healthcare delivery system. This process is facilitated when it proceeds from simple to complex, is unified, relevant, goal-directed and based on problem solving approaches. The curriculum is most effective when it includes a balance of general education and physical therapist assistant courses. Application of theory in the clinical setting is an essential element of the physical therapist assistant courses. The physical therapist assistant program is offered in the community college setting and includes a heterogeneous group of students with no restrictions related to age, sex, race, marital status, socioeconomic levels or religion.

The Hinds Community College Physical Therapist Assistant Graduate is prepared to perform appropriate physical therapy skills using principles of physical, biological, and social sciences. This graduate is a generalist who provides direct care under the supervision of a physical therapist to patients in a variety of healthcare settings. There is a variation in the degree of skill of each of the graduates of the program due to differences in personal attributes and experiential backgrounds. The graduate is prepared to write the National Physical Therapy Examination for the Physical Therapist Assistant.

PHYSICAL THERAPIST ASSISTANT PROGRAM PROFILE

LOCATION: Hinds Community College
Nursing/Allied Health Center
1750 Chadwick Drive
Jackson, MS 39205

INSTRUCTORS: 3 Full-Time Faculty Members:
Pam Chapman, Program Director
Angie Burt, ACCE
Melinda Roberson, Instructor

STUDENTS: maximum of 25 students admitted once a year (Fall)

CURRICULUM OUTLINE

Fundamental Concepts

- Introduction to the Profession
- History
- APTA
- Delegation/Supervision
- Legal/Ethical/Communication
- Reimbursement
- Documentation
- Medical Terminology

Fundamental Skills

- Body Mechanics/Safety

Hospital Equipment
Transfers
Gait Training
Vital Signs/Sensory Assessment
Emergency/First Aid

Kinesiology

Anatomy
The Study of Movement
Goniometry
Manual Muscle Testing

Therapeutic Exercise

Orthopedic Management
Gait Assessment
Postural Assessment
Amputations/Prosthetics

Therapeutic Modalities

Skin
Heat/Cold
Massage/Manual/Traction
US
Wound Care/Whirlpool
Diathermy/Infrared
Compression Pump/Garments

Medical Conditions and Related Pathology

General Systems/Diseases
Special Neuro topic introduction
Parkinson
MS
CVA
Burns
Obstetrics/Women's Issues
Psychological Conditions

Therapeutic Exercise II

SCI
Stroke/TBI
Pediatrics

Electrotherapy

E Stim

Seminar

Research Paper
Interviewing
Case Studies
Mock Board Tests

Healthcare Experience I

Introduction to Electronic Documentation
Role of the PTA in the clinical setting

Healthcare Experience II

Electronic Documentation
Specialty Rotations: Hands on and observation at a variety of
specialized settings
½ day experiences such as:

Prosthetic Facilities
Early Intervention Program
Aquatics
Manual Therapy
Cardiac Rehab
Animal Therapy

Clinical Education

Fall- 2nd year: 3 week clinical

Spring- 2nd year: (3) 5 week clinicals

GENERAL INFORMATION FOR PTA STUDENTS AT HINDS CC ADMISSION

Students are selected for admission based on a point selection ranking scale which takes into account composite and subscores of ACT and GPA on Anatomy & Physiology I & II with labs and college Algebra. 16 hours of observation under a PT/PTA is also required. Students receive additional points for any additional degrees or military service. The program admits up to 25 students each spring who begin in the fall semester. Readmitted students may affect the number of new students admitted so as not to exceed a total of 25.

TRANSFER OF CREDIT

The college accepts transfer credits in general education courses of C or above from any accredited institution. In order to transfer PTA credits the following criteria must be met:

1. Transfer applicant must meet all requirements listed in the criteria for selection to the Physical Therapist Assistant Program.
2. Transfer applicant must submit a letter of Good Standing and written recommendation from previous CAPTE accredited Physical Therapist Assistant program.
3. Credit for transfer courses will be evaluated on an individual basis by the Program Director.
4. Courses must coincide with Hinds Community College Physical Therapist Assistant program's curriculum time-frame.
5. Transfer applicant must participate in a scheduled orientation session.

RECRUITING

The program participates in college recruiting events such as First Friday, NAHC Showcase and Career Day. All are advertised on the college webpages and prospective students are welcome to attend.

COURSE EVALUATION/GRADING POLICY and PROGRESSION

All PTA classes are graded by the College A-F grading scale. Grading systems and objectives to be used in each course are included in the course syllabus provided to students at the first meeting for each course. Exams, lab practicals, study questions, or any other criteria to be used in grading are marked and returned to the students promptly. Grades are posted on Canvas. All exams and lab practicals will be filed in each student's folder. A passing grade in both the lecture and lab portions of laboratory classes will be required in order to pass the class and take the final exam. A "C" or above is required to progress through the program. Grading scale as follows:

100-93	A
85-92	B
80-84	C
Below 80	F

COUNSELING

Counselors provide a variety of guidance and other helpful services. Counselors assist students in choosing majors and careers and in meeting their educational and occupational goals. When serving as advisors, counselors assist students in choosing and planning their course work as it pertains to Hinds Community

College and/or prospective senior college requirements. The Student Navigator is also available for assistance on the Nursing Allied Health Center campus. Counselors are also available to provide help to students with personal difficulties through individual counseling or to assist students in obtaining appropriate medical, social, or psychological services when needed. Referrals to The Counseling Center may also be made when necessary.

STUDENT'S COMPLAINT PROCEDURE

1. The College has well-defined Student Complaint Procedures that are printed in the current Hinds Community College catalog and the Hinds Community College student handbook.
2. A student who is dissatisfied with grades, disciplinary action, clinical sites, admission, or dismissals should follow the chain of command. The first attempt to appropriate a change is with the Instructor responsible for the course. If the decision of the Instructor is unacceptable to the student, the student should proceed to the Program Director, the Assistant Dean then the Dean of the Campus. Students should refer to the Hinds Community College Catalog and Hinds Community College Student Handbook regarding student complaints.

ACCREDITATION STATUS

The Hinds Community College Physical Therapist Assistant Program is accredited by the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314, phone (703)-706-3245, and adheres to the description given in the Guide to Physical Therapist Practice.

BACKGROUND CHECK POLICY (MISSISSIPPI EMPLOYMENT LAW)

All employees and students who provide direct patient care will be required to comply with MS State Law concerning criminal background checks as regulated by the MS Department of Health. Background checks are done in Student Services by appointment only. All entering students must have a cleared background check prior to the beginning of fall classes.

DRUG AND ALCOHOL ABUSE POLICY

It is the goal of Hinds Community College to maintain an environment that is free from the effects of intoxicants or other behavior-affecting substances. It is our belief that a drug free environment is to the benefit of students and employees of Hinds Community College as well as the surrounding community. Students are expected to adhere to the College Drug Free Environment Policy in the Student Handbook. Random drug screens are done throughout the program.

PHYSICAL EXAMINATION

Each student admitted to the PTA program is required to complete a physical examination, provide an immunization form, and proof of TB skin test prior to the beginning of fall classes. The physical and TB test must be repeated each year while in the program. All students and faculty are required to provide proof of yearly flu shots.

HEALTH AND SAFETY

The school is interested in not only your health when you are first enrolled, but also in your continued good health. After admission, you will complete a student health form. You will be taught and expected to practice safe patient contact procedures. You will be required to pass a series of Infection Control tutorials on blood borne pathogens, TB, OSHA and Standard Precautions. You will also be taught safety precautions for all treatments performed in the clinical setting and potential health risks encountered throughout the education process and in the clinical setting.

HEALTH INSURANCE

Because the college does not provide routine health insurance coverage and is not responsible for any illness or injury to students, even in the clinical area, the student is strongly urged to carry some type of health insurance. Student Health Insurance is offered to HCC students through E. J. Smith & Associates. Information flyers are located in Student Services, the Library, and Administration offices.

PROFESSIONAL LIABILITY INSURANCE

Professional liability insurance is a clinical affiliate and department requirement. Liability coverage is a part of the student's fees.

OUTSIDE EMPLOYMENT

Students are encouraged to consider all other commitments when making a decision about the number of hours which they work. Work hours must be scheduled around clinical hours and all other course activities.

COMMUNITY SERVICE REQUIREMENT

Students are required to perform 20 hours of community service prior to the full time clinical affiliation. A maximum of 8 hours per site is required. Documented time must be turned in to the department chairperson and will be kept in the student's records.

Documented time must be on official letterhead and signed by appropriate personnel in order to meet the requirements.

FINANCIAL AID

A financial aid office is located in Student Services on the NAHC for assistance with scholarships, payment options and other student financial issues. The College offers numerous scholarships available to all students.

PROCEDURE CHANGE

Faculty reserves the right to change procedures as necessary. Written notification of the procedure change will be provided to the students and applicants, who are approved for admission.

CLINICAL EXPERIENCES

Clinical rotations begin in the fall of the second year of the program. The student is required to go to at least one site that is outside of the metro Jackson area. We offer a wide variety of clinical opportunities in order to offer the students a comprehensive clinical experience. The faculty and students work together on matching sites and students according to interests and needs of the individual

students. Students are expected to conduct themselves in the clinical site according to the APTA Code of Ethics and Criteria for Standards of Practice for Physical Therapy. Students are graded in clinical experiences according to guidelines in the Blue MACS. A separate clinical manual is provided to students prior to the first clinical experience detailing assignments, grading, and other information. Students are expected to attend all scheduled clinical assignments. Make up days are allowed in emergency situations and only with the approval of the chairperson.

STUDENTS WITH DISABILITIES

Hinds Community College seeks to comply with the letter, intent, and spirit of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Hinds Community College provides reasonable accommodations for students with disabilities. Students at the Nursing/Allied Health Center with documented disabilities may apply to the Office of Disability Support Service (Student Services, Suite 3) to determine eligibility for educational accommodations. (601-376-4803)

WITHDRAWAL

Students may withdraw from a course, the program, or the college. Withdrawal policies are explained in the Hinds Community College Catalog, Hinds Community College Student Handbook, and the college website: www.hindscc.edu.

READMISSION

Students who are unsuccessful or withdraw in the program may apply once for readmission. Guidelines for readmission may be found in the NAH manual. If the student withdraws or is unsuccessful in a 2000 level course, the student will be required to audit the corresponding 1000 level course as a requirement for readmission into the 2000 level course. The student will be required to take Improvement of Study and receive a grade of A. Additional criteria for readmission are determined depending on individual student needs.

USE OF COMMUNICATION DEVICES

Instructors' office phones are to be used for emergencies only. Failure to turn cell phones off during class may result in a **\$50.00 fine**. Cell phones are not allowed in clinical rotation areas.

ATTENDANCE

Attendance in class is a key factor of success in college. The program chairperson must be contacted prior to any absence or the absence will be considered unexcused. Excused absences include those approved by the college for college activities, absences with doctor's excuse, etc. Unexcused absences include no show/no call, no doctor's excuse etc. These guidelines may be found in the Hinds Community College Catalog, Student Handbook and NAH Student Manual.

SPECIFICS AND DETAILS

Specifics and details regarding background checks, drug screens, physical exams, health and safety, health insurance, professional liability insurance, outside employment, schedule changes, withdrawal, readmission,

communication devices and attendance can be found in the Nursing Allied Health Student Manual.

TESTS, MAKE-UP TESTS, LAB EVALUATIONS AND ASSIGNMENTS

If absence is unexcused:

- a) 10 point deduction for tests, lab evaluations, and assignments
- b) missed pop tests will not be made up and a grade of "0" will be given
- c) assignments will be turned in at 8:00 AM on the day the student returns
- d) tests and lab evaluations will be made up at the instructor's convenience

If absence is excused:

- a) no deductions for tests, lab evaluations, or assignments
- b) missed pop tests will not be made up and a grade not given
- c) assignments will be turned in at 8:00 AM on the day the student returns
- d) tests and lab evaluations will be made up at the instructor's convenience

If a student is more than 10 minutes late for a test, he/she will be counted as absent and given a score of 0 for the test. If a student is unable to take a test or check off at the scheduled time, he/she must contact the instructor PRIOR to the test or check off and make arrangements to take the test or check off the day the student returns to class. If the student does not follow the guidelines, a grade of "0" will be given.

Tests can and should be reviewed with a faculty member. Students will have a one week period to review tests. After that one week, no test will be reviewed and no grades will be changed. If there is less than one week until the end of the semester, the student will have until one day before the final examination.

Assignments are due at 8:00 AM on the day assigned. If an assignment is turned in after 8:00 and before noon, there will be a 5 point deduction. If the assignment is turned in after noon, there will be a 10 point deduction. The 10 point deduction will be added each day that the assignment is late. For example, if the assignment is 3 days late, there will be a 30 point deduction.

DRESS CODE

The dress code for PTA students is based upon professional and safety considerations. Classroom dress may be casual and includes the following restrictions:

- a) no holey, ripped, or frayed jeans, or overalls are permitted
- b) no halters, low cut necklines, or see-through clothes are permitted
- c) t-shirts imprinted with unprofessional logos or slogans are not permitted
- d) pants must be worn at natural waistline or with a belt

For laboratory activities, students should wear or have available the following lab clothes. You will not be allowed in the lab without the proper attire.

- a) loose fitting shorts and t-shirts
- b) tennis shoes and socks
- c) female students: some activities will require camisoles or tank tops
- d) male students: some activities will require no shirts

- e) Scrubs are required for check off/lab practicals.

For clinical settings: students are expected to dress appropriately according to the individual policies of the clinical sites.

For class, lab and clinical settings:

Choice of clothing for class, lab or clinical setting needs to be simple in design and constructed to allow freedom of movement with modesty. Clothing may be deemed inappropriate at instructor's discretion.

Hair is an important part of a student's appearance. Hair must be clean and well-groomed in a conservative style and a natural color appropriate to a health care environment. Students with medium or long hair should secure their hair to the back so that it does not fall toward the patient or pose a safety hazard when operating or working near equipment. (Hair that falls below the collar must be secured) Long freeform dreadlocks that cannot be pulled back and secured at the back of the neck are not allowed. Men must either be clean shaven or have an established, well-trimmed beard/mustache. Facial hair must allow for proper fitting of a HEPA mask. Half shaven appearance is not acceptable. No hats or caps may be worn at the clinical site.

Makeup should be worn in good taste and should only be used in moderation with a natural appearance.

Fingernails must be clean and trimmed to a length so as not to interfere with treatment procedures. Long sculptured or artificial nails are not to be worn. Only clear polish should be worn in the clinical setting.

Any tattoos must remain covered while in the clinical setting. Females may wear small studs in the lobe of each ear in the clinical setting. Men are not allowed to wear earrings. No other piercings should be visible in keeping with a conservative and professional uniform code.

Strong odors can lead to respiratory difficulties in certain patients. Therefore, the use of tobacco products, perfume, perfumed lotions, aftershave or cologne is prohibited in the clinical setting.

Personal hygiene is essential. Students should bathe daily, using mild soaps and deodorants in preparation for class, lab and clinical settings.

IDENTIFICATION BADGES

The Hinds Community College ID will be worn at all times whether in class, lab, or clinical site. The student should also wear the clinical site ID if the institution requires it. Failure to do so will result in the student being sent home, marked absent for the day, and possible fines and disciplinary referral. Refer to the College Handbook. The badge should be worn above the waist and clearly seen.

PARKING AT HCC NURSING ALLIED HEALTH CENTER

The EAST parking lot and the Lower WEST parking lots are designated for students. Please DO NOT park in the Faculty/Staff area on the upper west side of Anderson Hall or the lots in front and to the east of the Annex. Students must have valid parking decals. Students parking in areas not designated for students and not having decals will receive a ticket from security. Parking decals can be purchased each fall in Student Services at the NAHC.

ROLE PLAY

Students in the PTA program are required to "role play" in the classroom and the lab settings. This will require the student to "act" the part of a patient and a

therapist. Due to the nature of the modalities and activities, there is a risk of injury in role playing. The student agrees to not hold the school, program or faculty liable in case of injury.

STATE BOARD PREPARATION

Following graduation students are required to pass the PTA Exam for licensure. This is a standardized test and required for licensure across the United States. To prepare students for the exam, students are given several computerized “mock boards” while in the program. They are also required to pass a “mock board” exam prior to graduation as part of the Seminar assignments. These practice tests are given throughout the second year of the program to familiarize the student with the type questions asked on the test and the format of the test. Students are responsible for all costs of computerized practice tests. The student is also responsible for scheduling the exam after graduation.

ETHICS AND CONDUCT

The term “ethics” is defined as a system of moral principles or standards, which govern conduct. Students enrolled in health care programs at the Nursing/Allied Health Center are expected to conduct themselves with integrity and honesty at all times. Cheating, lying, stealing, misrepresentation, false documentation, or any other forms of dishonesty in the class or clinical area will be cause for immediate disciplinary action. (see Rules of Academic Integrity). PTA students are expected to follow the APTA Standards of Ethical Conduct for the Physical Therapist Assistant in the performance of their duties as a PTA. The APTA Standards may be found on the APTA website: www.apta.org. A copy of the Ethics for the Health Care Professional and the Eight Cardinal Rules of Academic Integrity can be found in the Nursing Allied Health Student Manual.

PROGRAM STATISTICS

In the last 3 years (2018-2020) 100% of the graduates have been employed in the field within nine months of graduation. The graduation rate has averaged 84% of the students who started the program. The average rate of passing on licensure board on the first write over the past 3 years is 90%.

CAREER OPPORTUNITIES

Employment opportunities include hospitals, private practice clinics, rehabilitation centers, home health agencies, industry, research centers, health maintenance organizations, sports medicine centers, nursing homes, community centers, wellness centers, outpatient clinics and school settings. The profession offers opportunities in education, clinical specialization, management, consultation, and research.

PRIVACY AND CONFIDENTIALITY

Student clinical information, educational information, and health information can be shared with clinical educators if requested and with permission of the student. Student records are protected for confidentiality in the Office of the Program Director and in the Student Services Department. Sensitive files can be accessed only by faculty clearance.

Students participating in role play are required to follow the same guidelines regarding patient confidentiality as when they are in the clinical setting. Students

sign a FERPA form prior to clinical education which is kept in the student file locked in the Program Director's office.

RETENTION

One of the goals of the program is retention of the program students. Every effort is made to assist the student in succeeding. If a student fails a test, he/she is required to attend extra Friday lab time for assisted instruction until tests are in the passing range. Referrals to the Student Navigator are made prior to or at midterm when students exemplify problems with passing. Faculty are available for one on one assistance by appointment.

NOTICE OF NON-DISCRIMINATION STATEMENT

In compliance with the following: Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Tyrone Jackson, Vice President for Utica Campus and Administrative Services and District Dean of Student Services & Title IX Coordinator, Box 1003, Utica, MS 39175, Phone: 601.885.7002 or email: titleIX@hindsc.edu

Nursing/Allied Health Center

Deputy Title IX Coordinators

Joycelyn Washington, Student Services, 601.376.4802

Cooper McCachren, Student Services, 601.376.4803

DISABILITY SUPPORT SERVICES STATEMENT

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

Jackson Campus – Academic/Technical
Center 601.987.8158
Jackson Campus – Nursing/Allied Health
Center 601.376.4803
Rankin Campus
601.936.5544
District Coordinator 601.857.3359

Raymond Campus and fully
online 601.857.3646
Utica Campus academic
601.885.7022
Utica Campus career-
technical 601.885.7128
Vicksburg-Warren
Campus 601.629.6807

Individuals with a hearing impairment may call 601.526.4918 (video phone)

Email SMO-disabilitysupportservices@hindsc.edu

ADDITIONAL POLICIES AND GUIDELINES

Students should refer to the Nursing and Allied Health Student Manual, and the Hinds Community College Manual.

SAFETY

On Campus Educational Experiences:

Safety is of the utmost importance while participating in classroom and laboratory experiences. The program will provide students with an orientation to, and yearly updates on, procedures for exposure to bloodborne pathogens, hazardous materials, and fire safety. Faculty will also provide an orientation to the college's District Emergency Procedures. A copy of the District Emergency Procedures will be maintained in the laboratory area.

To ensure safety of its participants, the program will observe the following:

1. Student informed consent will be documented prior to participation.
2. Students shall obtain informed consent from students and faculty patient simulators prior to performing any procedure or technique.
3. Students shall follow and demonstrate safe behaviors at all times.
4. Students shall only practice skills after receiving comprehensive information (i.e. indications, contraindications, precautions, physiological effects and potential risks) and demonstration of safe application of various interventions and techniques under faculty supervision.
5. Students have the right to reasonable accommodations to allow participation.
6. Students have the right to refuse participation in laboratory or clinical activities in the event of a pre-documented medical condition, religious or ethical belief.
7. Students may terminate participation of a treatment that jeopardizes the student's or patient's safety at any time during classroom, laboratory or clinical experience.

INFECTION CONTROL

The following has been developed by the college to assist in implementation of and compliance with the OSHA mandated rules related to occupational exposure to bloodborne pathogens. Universal Precautions shall be implemented when dealing with blood or other potentially infectious materials. According to the concept of Universal Precautions, all human blood and certain human body fluids are to be treated as if known to be infected with HIV, HBV, and other bloodborne pathogens. Although exposure to bodily fluids other than blood is unlikely, the following bodily fluids are to be treated as infectious: blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva (dental practice only), blood-contaminated body fluids, all body fluids where it is difficult or impossible to differentiate. Any employee or student encountering blood or other bodily fluids listed above is to treat them as being infectious and to use necessary personal protection and work practice controls. Any employee or student who sustains a needle stick or other occupational injury resulting in exposure to blood, bodily fluids, or other hazardous substance should follow the following protocol:

1. Immediately wash the affected area with soap and water

2. Inform the instructor or supervisor immediately. Complete an Incident Report form and follow all guidelines as delineated in the college's Incident Report Policy and Procedure.

INFECTION CONTROL TRAINING

Students and faculty are required to complete annual training on the online tutorial www.medcomrn.com/hindscc. Once completed, the certificates should be printed and turned in to Student Services to be placed in the student's file. This training provides students and faculty information on potential health risks they may encounter throughout the program and in clinical practice.

EMERGENCY CONTACT INFORMATION

Each student will complete a Student Emergency Contact Form. Information will be maintained in the student's file and a copy will be provided to each clinical affiliation prior to the start of clinical education experiences.

HEALTH SERVICES

The college is not responsible for costs of hospitalizations, consultations or emergency medical services obtained by students while in the program. Students have the right to access emergency medical services if necessary. Students shall be responsible for all health service expenses.

ACCIDENT/INCIDENT REPORT

Students who incur work-related accidents, illness or injuries during the curriculum will report the incident immediately to the Program Director or supervising faculty. Incidents will be handled per the college policy. In addition to the HCC Accident/Incident Report Form, all clinical education incidents will be reported following facility guidelines.

CHILDREN IN CLASS

Only enrolled program students are allowed in classrooms and laboratory sessions. Under no circumstances are children to accompany students to class, lab, clinical or scheduled meetings with instructors. If this occurs, students will be asked to leave and absences will be considered unexcused.

LABORATORY SAFETY

Students will have open access to the laboratory during posted hours. All program rules and regulations will apply to ensure student safety.

1. Equipment manuals will be maintained in the PTA laboratory.
2. A copy of the Emergency Procedures will be maintained in the PTA laboratory.
3. First aid kit and personal protective equipment will be maintained in the laboratory area.
4. All students shall practice proper hand washing/hygiene techniques while participating in lab sessions.
5. Plinths, mats and all other treatment surfaces will be sanitized after each use.
6. Materials, tables and stools must be put back in its original condition after each lab.
7. All equipment is to be turned off and cleaned following each use.
8. Students will not perform any treatment without prior instruction and demonstration under faculty supervision.

9. Students shall not operate a machine which has not been first addressed in class discussion even if that student has been introduced to the machine outside of the program.
10. All malfunctioning equipment must be reported to the Program Director. Malfunctioning equipment is marked with an "OUT OF ORDER" label and will not be used until professionally checked or restored.
11. No use of electrical modalities or equipment except through simulation is allowed when faculty is not present.
12. No equipment may be utilized for treatment or practice on persons who are not members of the program.
13. Gait belts must be utilized during any gait, stair, transfer, or balance training of patient simulators.
14. Universal Precautions shall be implemented when dealing with blood or other potentially infectious fluids/materials.

EQUIPMENT SAFETY

Equipment is inspected and calibrated annually. Program equipment manuals and calibration reports will be maintained in the Lab and Program Director's office. All equipment will show annual calibration with a clearly marked tag. Select modalities will be cleaned and temperatures maintained per manufacturer recommendations.

OFF CAMPUS EDUCATIONAL EXPERIENCES

Off campus experiences include clinical education, scheduled off campus field trips and specialty clinics. All college policies for faculty, staff, and students apply to participants during these experiences regardless of location. All program students must complete and return the Student Travel Form prior to the experience. A copy of the form will be maintained in the student's file in the Program Director's office.

If a blood/body fluid exposure occurs to a student/faculty while caring for a patient during an off campus experience, individuals are responsible for follow up procedures in compliance with the college Incident Report Policy, facility guidelines and state/federal OSHA regulations.

Students are responsible for transportation, meals and all other expenses related to travel to and from all off campus experiences.

Students are required to follow all college policies during field trips, off campus activities and when traveling.

CLINICAL EDUCATION DISCIPLINARY POLICY

Although it is presumed that all physical therapist assistant learners exercise maturity and sound judgment in the process of becoming productive members of the health care community, there are occasions when it becomes necessary to address matters of conduct and discipline. In the event that disciplinary action becomes necessary, the program faculty will exercise fairness, utilizing progressive discipline when possible.

The type of disciplinary action taken will depend on the seriousness and nature of the offense, and the student/learner's history of problems.

Remember, the aim is to promote those behaviors, which best serve the needs of patients, the health care institution and the community.

DISCIPLINARY ACTION MAY INCLUDE ANY OF THE FOLLOWING

1. Verbal counseling when the infraction is relatively minor or a first offense.
2. Written warning will become a part of the student/learner's permanent file when verbal counseling fails to achieve the desired change in behavior.
3. Removal from the class or clinical site when previous disciplinary actions fail to produce desired changes in behavior, or conduct presents a danger to self and others.

THE FOLLOWING ARE CONSIDERED JUST CAUSE FOR DISMISSAL FROM CLINICAL EDUCATION:

- Unprofessional or unethical behavior on the part of the student/learner in accordance with professional guidelines or Code of Ethics as defined by the profession
- Failure on the part of the student/learner to meet any necessary academic requirements
- Criminal activity within the clinical site or hospital
- Use of alcohol, drugs or other toxic or foreign agents, which tend to limit or adversely affect the student/learner's duties and responsibilities
- Any behavior which violated a hospital/clinical site regulation and/or resulting in denial by the hospital/clinical site of clinical privileges
- Action which knowingly endangers the health or well-being of the patient, student/learner, or hospital personnel or visitor
- Vandalism or abuse of clinical equipment

When a student/learner is removed from a clinical education site, he or she may be dismissed from the education program.

DUE PROCESS AND GRIEVANCE PROCEDURE

Please refer to the college's student handbook for an explanation of student due process procedures. The procedures applicable to campus activities are also applicable to physical therapist assistant program clinical education.

ADDENDUM:

February 4, 2021

COVID-19 RELATED ABSENCES

Laboratory Absences

Make up opportunities for laboratory skills practice and/or skills check-offs absences RELATED TO COVID will be determined by program chair/director with input from the instructional dean, on a case-by-case basis. The decision will be made based on, but not limited to, the number of hours missed, faculty availability, laboratory availability,

ability to meet clinical expectations and accreditation requirements. Students that are unable to make-up laboratory skills practice and/or skills check-offs will be unable to progress and will be withdrawn from the program.

Clinical Absences

Make-up opportunities for clinical absences RELATED TO COVID will be determined on a case-by-case basis by program faculty and program chair/director with input from the instructional dean. The decision to allow clinical absences to be made up is determined by the number of clinical absences, clinical availability, accreditation requirements and college absentee policies. • Programs requiring direct faculty supervision by instructor must schedule make-up opportunities during the current semester. • Programs not requiring direct faculty supervision during clinical may schedule make-up opportunities after the current semester is completed with clinical agency approval and faculty availability to be on-call. Students who are allowed to make-up clinical after grades are due will receive an "I" in the course. All hours missed must be made up prior to the beginning of the next semester. If a clinical agency cannot accommodate the request for clinical make-up, either during or after the semester, students will not be able to achieve the objectives of the course and will be withdrawn from the program with a "W". There will be no "make-up" time for make-up clinical. If the student fails to attend any of the pre-scheduled make-up clinical time(s), the student will not be able to achieve the objectives of the course and will be withdrawn from the program with an "F".

Lecture Absences

Students with classroom lecture absences RELATED TO COVID will be given every opportunity for remote learning by allowing students to view live lecture sessions through Zoom, Canvas, etc. In the event there is an internet issue, etc., where live viewing cannot be done, all instructional materials will be available via Canvas for remote learning. Students will be required to attend class remotely and complete any assignments so that attendance can be accurately reflected. Students that do not adhere to the remote guidelines for lecture will be marked as absent.

Student Withdrawals

Students having to withdraw due to COVID-19 related absences will be granted an "extenuating circumstance" for exiting the program so that it does not count against the number of program attempts. This will not apply to those students who fail to attend a scheduled make-up lab or clinical day.

ESTIMATED COST OF PTA PROGRAM

TUITION	\$1750.00	Per semester
REGISTRATION FEE	\$ 75.00	Per semester
LABORATORY FEE	\$ 40.00	Per semester
PARKING DECAL	\$ 40.00	Per school year
BOOKS (REQUIRED & RECOMMENDED)	\$200.00-600.00	Per semester
PROFESSIONAL FEES:		
UNIFORMS	\$ 100.00	
MISCELLANEOUS:		
CRIMINAL BACKGROUND CHECK	\$ 60.00	Annually
YEARLY MEDICAL EXAM	\$200.00	Yearly
REQUIRED DRUG SCREEN	\$ 40.00	Annually
HEPATITIS B VACCINATION	\$180.00	Optional
TB SKIN TEST	\$ 20.00	Yearly
FEES:		
CASTLEBRANCH	\$ 45.00	
LIABILITY INSURANCE	\$ 15.00	Per semester
COMPUTER MOCK BOARD	\$ 90.00	Final semester
REVIEW COURSE for BOARD	\$ 175.00	Final semester
APTA DUES	\$ 90.00	Second fall semester
CLINICAL FEES:		
TRANSPORTATION, MEALS, LODGING	\$200.00	Approximately

The above items are estimated costs only and are subject to change.

**HINDS COMMUNITY COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

**STUDENT HANDBOOK
2021-2022**

ACKNOWLEDGEMENT FORM

I have received a copy of the PTA 2021-2022 Student Handbook and understand that I am responsible for knowing the contents.

- 1 I agree to abide by the policies and Code of Ethics of the PTA Program.
- 2 I am aware of the clinical guidelines and procedures.
- 3 I understand that neither HCC nor the affiliate clinical agency will assume the cost of treatment or care for injury or medical conditions occurring during my clinical or student laboratory experiences.
- 4 I understand that I must maintain a "C" in all classes whether general or technical education or I must withdraw from the program.
- 5 I understand that if I come under the care of a physician, I will be responsible for obtaining permission from my physician to verify that I may participate in the program in every aspect at no risk to myself or others.
- 6 I understand that I will be required to "role play" in lab or classroom situations, requiring me to play the part of the patient and the therapist and release all involved from liability.
- 7 I understand that failure to abide by the college policies will be grounds for disciplinary action and possible dismissal from the PTA program.

Student Name: _____
(Please Print)

Student Signature: _____

Date: _____

Please sign, date, remove this page from the handbook and turn in to your instructor by the next class meeting.