PTA Program Policy Manual 2019 – 2020

PHYSICAL THERAPIST ASSISTANT PROGRAM

"Progressing Movement in Our Rural Community"

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Orangeburg, SC 29118
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Section 1: Accreditation Policies

1.1 – Accreditation Status
1.2 – Compliance with Accreditation
1.3 – Notification to CAPTE of Substantive Changes
1.4 – Coming into Compliance with CAPTE
1.5 – Maintenance of Program Website
1.6 – Planned Class Size
The Physical Therapist Assistant Program at Orangeburg Calhoun Technical College (OCtech) was granted Full Accreditation on April 29, 2015 with reaffirmation scheduled for 2020.

The Physical Therapist Assistant Program (PTA) at Orangeburg Calhoun Technical College (OCtech) 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. If needing to contact the PTA Program at OCtech directly, please call Program Coordinator, Lynn Fralix, at 803-535-1305 or email her at fralixlw@octech.edu.
Policy Number and Title: 1.2 Compliance with Accreditation

The PTA Program Coordinator is responsible for the submission of required fees and documentation, which will include reports of graduation rates, performance on state licensing and certification examinations, and employment rates. The ACCE will assume responsibility should the PTA Program Coordinator's position be vacated. The Program Coordinator is also responsible for maintaining compliance with accreditation policies and procedures. These responsibilities include timely submission of applicable fees and documentation of required reports to the Commission on Accreditation in Physical Therapy Education (CAPTE).
Policy Number and Title: 1.3 Notification to CAPTE of Substantive Change

The PTA Program Coordinator is responsible for notifying CAPTE of any expected or unexpected program changes or any changes in institutional accreditation status or legal authority to provide postsecondary education. In the event the Program Coordinator’s position is vacated, the ACCE will assume this responsibility.
Policy Number and Title: 1.4 Coming into Compliance with CAPTE

Authorization:

Dean of Nursing and Health Sciences  PTA Program Coordinator

Initial Approval Date: 4-30-14  Last Review Date: 4-8-19

Last Revision: N/A

The PTA Program Coordinator will provide appropriate documentation to CAPTE and take all essential actions to bring the program into full accreditation status within the required two-year time frame.
The PTA Program Coordinator is responsible for ensuring the accurate information regarding accreditation status and program outcomes are made visible to the public. This includes public access to the Program’s current accreditation status, CAPTE logo, required statement, and 2 year averaged rates for program outcomes.
The PTA program has a planned class size of 22. It is the responsibility of the Program Coordinator to ensure enrollment does not go above this planned size. She will communicate and monitor this through discussions with Admissions and via the Competitive Admissions Database.
Section 2: Program Policies

2.1 – Mission
2.2 – Philosophy
2.3 – Role of a Physical Therapist Assistant
2.4 – Degree Offered
2.5 – Program Goals
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2.35 – Student Responsibility for Learning and Behaviors
2.36 – Cell Phones Policy
2.37 – Surveys
2.38 – Guidelines for Ceremonies and Professional Activities
2.39 – Student Fund Raising Policy
2.40 – Class Funds
2.41 – Student Class Representatives
2.42 – Academic Honors
2.43 - Exam, Practical, and Clinical Performance Feedback Policy
The mission of the Physical Therapist Assistant (PTA) Program at Orangeburg Calhoun Technical College is to provide a comprehensive and engaging curriculum to graduate competent PTAs who are capable of progressing movement in rural health care settings by delivering professional, ethical, and evidenced-based services.
The philosophy of the PTA Program at OCtech is congruent with the College's mission. Faculty will dedicate themselves to instilling high standards of ethics, professionalism, and clinical expertise by providing a stimulating, challenging, and comprehensive educational experience. Students will be offered a wide array of opportunities and experiences focused on a flexible, comprehensive and engaging curriculum. Faculty will be committed to professional development efforts to cultivate the unique qualities of each student. Program faculty will actively provide support and opportunity for growth to support student success. They will devote time to ongoing assessment and revision of the curriculum to accommodate student needs and ensure excellence in education. By using innovative and contemporary practice, faculty will dedicate themselves to quality instruction using various assessment methods aimed at reaching all learning styles to confirm entry-level competence. This will allow students a multitude of opportunities upon graduation.

The PTA Program will embrace the culturally diverse population served by the College's rural community and will commit to mutual respect between faculty, students, and the community as a whole. Faculty, students, and those served in the community compose a variety of individuals who span various age groups, cultural backgrounds, and value systems. The program is committed to providing students with the tools necessary to deliver services with consideration of human dignity and the needs of the patient, unrestricted by age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem. The faculty will strive to graduate respectful, professional, and ethical students who are dedicated to personal development as well as progressing movement in rural healthcare settings.

It will be the responsibility of the student to be an active and committed participant in the program. The student will have to critically examine concepts and reflect upon them in a safe, ethical, efficient, and competent manner to restore optimal function in the patients they serve. Only through the engagement of faculty and students can transformation into successful and self-reliant individuals occur. Ultimately, this will make a positive impact on citizens of rural communities served by graduates of the program.
Policy Number and Title: 2.3 Role of a Physical Therapist Assistant

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Authorization: ____________________________  ____________________________
Dean of Nursing and Health Sciences           PTA Program Coordinator

Initial Approval Date: 4-30-14
Last Review Date: 4-8-19
Last Revision: 5-9-18

The Physical Therapist Assistant (PTA) is a skilled healthcare professional qualified to perform selected treatments under the direction and supervision of a Physical Therapist. PTAs can treat individuals of any age with health conditions that limit the ability to perform functional movement. Practice settings available to licensed PTAs include hospitals, private practices, outpatient clinics, home health agencies, school systems, long-term care facilities, rehab units, sports and fitness facilities, and work hardening programs. The goal of physical therapy intervention is to prevent or improve the loss of mobility, so people can live lifestyles that are more active.

PTAs demonstrate professional and ethical practice as stated in the American Physical Therapy Association’s Value-Based Behaviors and Standards of Ethical Conduct for the Physical Therapist Assistant. Through required bi-annual licensure renewal and continuing education requirements, the PTA will stay current on evolving health care trends. By using contemporary practice and evidenced based research, the PTA can be an active member of the PT/PTA team in the delivery of physical therapy services.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 2.4 Degree Offered

Orangeburg-Calhoun Technical College will award an Associate in Applied Science Degree with a Major in Physical Therapist Assistant upon successful completion of all curriculum requirements.
Program

**Program Goal 1:** The student/graduate will utilize evidenced based and interprofessional collaborative practices for high quality care to those served.

**Program Goal 2:** The student/graduate will be a competent and self-reliant decision maker when implementing clinical skills necessary to perform at entry level.

**Program Goal 3:** The student/graduate will demonstrate professional behaviors that are consistent with the APTA’s Value Based Behaviors and Standards of Ethical Conduct for the PTA.

Faculty

**Program Goal 4:** The faculty members will engage in professional development activities with a focus on involving students in a flexible, comprehensive and engaging curriculum to successfully cultivate the unique qualities of each student needed for the workforce.

Program

**Program Goal 5:** The program will recruit, admit, and retain students of diverse backgrounds to foster economic development in rural areas where healthcare is provided.
Student/Graduate

Program Outcome 1: Upon completion of the program the student/graduate will be able to demonstrate competence in using evidenced based and interprofessional collaborative practice in the delivery of physical therapy interventions under the supervision of a physical therapist.

Program Outcome 2: Upon completion of the program the student/graduate will be able to demonstrate competence with critical thinking and problem-solving skills when delivering patient care.

Program Outcome 3: Upon completion of the program the student/graduate will be able to demonstrate professional behaviors that are consistent with the APTAs Value Based Behaviors and Standards of Ethical Conduct for the PTA.

Faculty

Program Outcome 4: Faculty members will attend professional development activities that focus on curriculum design, educational theory, or instructional methodology and provide instruction that is flexible, comprehensive, engaging, and cultivates the unique qualities of each student.

Program

Program Outcome 5: The program will seek to recruit, admit, and retain students from diverse backgrounds using modern lab equipment to best prepare them to treat patients typically seen in rural healthcare.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 2.7 Organizational Chart

Page: 1 of 1

Authorization:__________________________________________
Dean of Nursing and Health Sciences   PTA Program Coordinator

Initial Approval Date: 4-30-14
Last Review Date: 5-9-19
Last Revision: 5-9-19

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Vice President of Academic Affairs
Donna Elmore

Dean of Nursing and Health Sciences
Candance Tooley, RN, MSN

PTA Program Coordinator
Lynn Fralix, MS, PT

PTA Advisory Committee

Academic Coordinator of Clinical Education
Regina Marsh, PTA

Support Staff
Esther Fogle (Admin Asst)
Rebecca Rivas (IT)

PTA Program Faculty
Kerri Borton, PT, DPT
Jenni Saverance (PRN)
1. Conduct themselves in a manner compatible with APTA’s Value Based Behaviors and Ethical Standards for a PTA in all on and off campus events.

2. Provide services with consideration of human dignity and the need of the patient, unrestricted by consideration of age, sex, race, creed, social or economic status, handicap, personal attributes, or the nature of the health problem.

3. Make every effort to keep patients and self safe through protection from unnecessary exposure to infectious pathogens and hazardous waste.

4. Exercise and accept responsibility for independent discretion and judgment in the performance of professional services.

5. Judiciously protect the patient's right to privacy and maintain all patient information in the strictest confidence.

6. Apply only methods of technology founded upon a scientific basis and not employ those methods that violate this principal.

7. Not diagnose, but in recognition of the responsibility to the patient, provide the supervising physical therapist, nurse, doctor, or other healthcare professional with all information relative to the care of the patient.

8. Be responsible for reporting unethical conduct and illegal professional activities to the appropriate authorities.

9. Continually strive to improve knowledge and skills by participating in educational and professional activities and sharing the benefits of attainments with colleagues.

10. Protect the public from misinformation and misrepresentation.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 2.9 PTA Program Faculty Responsibilities

Page: 1 of 1

Authorization: ____________________________ ____________________________
Dean of Nursing and Health Sciences PTA Program Coordinator

Initial Approval Date: 4-30-14 Last Review Date: 5-9-19
Last Revision: N/A

Program Coordinator
The Program Coordinator is a full-time core faculty member responsible for the management of the PTA program and timely submission of all accreditation reports.

Academic Coordinator of Clinical Education (ACCE)
The ACCE is a full-time core faculty member responsible for the coordination of the clinical education portion of the curriculum.

Clinical Education Faculty
Clinical Education Faculty usually consists of Center Coordinators of Clinical Education (CCCE’s) and Clinical Instructors (CI’s) not employed by OCtech who agree to standards of behavior through contractual agreements for their services. These individuals are responsible for providing clinical instruction, demonstration, and supervision of students when they are engaged in off-site clinical affiliations associated with the PTA curriculum.

Core Faculty
Core Faculty have the responsibility and authority to establish academic regulations and to design, implement, and evaluate the curriculum. The core faculty include physical therapists and physical therapist assistants devoted solely to the PTA program at OCtech.

Adjunct Faculty
Adjunct faculty assist with learning opportunities for the PTA student. They are generally not employed by OCtech and may include positions such as guest lecturers, contract faculty, instructors of course modules, laboratory instructors, teaching assistants, or tutors.

Support Faculty
Supporting faculty include faculty appointments in other units within OCtech who teach general education courses offered in Phase I of the PTA program.
The curriculum design is a 1 + 1 format. Phase I consists of 10 courses, totaling 32 credit hours, that can be completed in 2 semesters. This phase gives students a strong general education foundation in the biological sciences, psychology, communication skills (i.e., writing, reading comprehension, public speaking, and computer usage), and analytical problem solving needed for successful completion of the more complex, technical coursework in Phase II. Completion of all courses in Phase I with a “C” or better by the end of Spring semester is a prerequisite to begin Phase II. If accepted into Phase II of the program, students begin the technical phase, which includes 14 courses, totaling 46 credit hours, taught over the remaining 3 semesters of the program. The entire curriculum layout consists of 24 courses, totaling 78 credit hours, taught over 5 semesters. A curriculum layout of the PTA program can be found below in chart format.
<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Course Title: 1st Semester – Fall (Phase I)</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credits</th>
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<td>210</td>
<td>Anatomy and Physiology I</td>
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<td>3</td>
<td>4</td>
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<td>101</td>
<td>English Composition I</td>
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<td>0</td>
<td>3</td>
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<td>104</td>
<td>Medical Vocabulary/Anatomy</td>
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<tr>
<td><strong>Total Semester Hours</strong></td>
<td></td>
<td></td>
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<td>3</td>
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<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Course Title: 2nd Semester – Spring (Phase I)</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BIO</td>
<td>211</td>
<td>Anatomy and Physiology II</td>
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<td>PSY</td>
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<td>Human Growth and Development</td>
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<td>Humanities Elective</td>
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<tr>
<td>CPT</td>
<td>170</td>
<td>Microcomputer Application (Recommended) OR Introduction to Computers</td>
<td>3</td>
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<tr>
<td>CPT</td>
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<td>Public Speaking</td>
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<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Course Title: 3rd Semester – Summer (Phase II)</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PTH</td>
<td>205</td>
<td>Physical Therapy Functional Anatomy</td>
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<td>PTH</td>
<td>101</td>
<td>Physical Therapy Professional Preparation</td>
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<tr>
<td>PTH</td>
<td>102</td>
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<td>PTH</td>
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<td>Therapeutic Procedures</td>
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<th>Lecture</th>
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</thead>
<tbody>
<tr>
<td>PTH</td>
<td>202</td>
<td>Physical Therapy Modalities</td>
<td>3</td>
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<tr>
<td>PTH</td>
<td>226</td>
<td>Therapeutic Exercises</td>
<td>2</td>
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<td>3</td>
</tr>
<tr>
<td>PTH</td>
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<td>Interpersonal Dynamics</td>
<td>2</td>
<td>0</td>
<td>2</td>
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<tr>
<td>PTH</td>
<td>115</td>
<td>Pathology for Physical Therapist Assistants</td>
<td>3</td>
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<tr>
<td>PTH</td>
<td>266</td>
<td>Physical Therapy Practicum I</td>
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<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Course Title: 5th Semester – Spring (Phase II)</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credits</th>
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<tr>
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<td>PTH</td>
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<td>Special Topics in Physical Therapy</td>
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<td>PTH</td>
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<td>Rehabilitation</td>
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<td>PTH</td>
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**PROGRAM TOTALS**

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td>63</td>
<td>78</td>
</tr>
</tbody>
</table>
ADMISSION OVERVIEW
Admission of applicants for the Physical Therapist Assistant program is competitive. Applicants seeking admission to the summer PTA program must meet specific admission requirements. Applicants who qualify must submit an application packet prior to the established deadline. Each year deadlines may vary so prospective students should confirm the deadline on the PTA Admission Overview sheet as well as with counselors who conduct the Health Information Program (HIP) session (online or in person). These HIP sessions are required to receive an application packet. Applicants should note that applicant packets should be submitted on Thursday prior to the established deadline if the due date falls on a Friday, Saturday or Sunday. Applicants who are permanent residents of Orangeburg or Calhoun counties are given additional points on the PTA Rating Sheet. Details on how points are calculated can be found on the Rating Sheet located in the PTA Admission Overview link on the College’s PTA program website. Applicants must be a U.S. citizen or lawful permanent resident. Admission of international students must comply with federal and state regulations pertaining to international student enrollment in U.S. colleges.

The admission process involves several important details. To ensure that all interested applicants understand the admission process, they must attend a Health Information Program (HIP) session before an Admissions Counselor will accept an application for admission. All documents that are submitted with the application packet – including, but not limited to, official transcripts and test scores – become the exclusive property of the college and will not be returned to the applicant.

Applicants should be aware that all PTA students must be able to meet established technical and core performance standards required to perform job related duties expected of a PTA. Those needing to be evaluated for reasonable accommodations should make an appointment with the Coordinator for Services for Students with Disabilities, Tracy Dibble, by calling 803-535-1225 between 8:30 a.m. and 3:00 p.m., Monday through Thursday. Admitted students who are not able to perform all technical and core performance standards, with or without reasonable accommodations, will have the admission offer rescinded. Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status in its admissions policies, programs, activities or employment practices.
A national background check and/or drug test will be required upon acceptance to the program and before starting class in the summer. Positive results on background check and/or drug test may prohibit participation in clinical experiences and may necessitate removal from the program. Clinical sites may require additional background and drug testing during the course of a student’s enrollment. It is the responsibility of the student to notify the Program Coordinator or Dean of Nursing and Health Sciences of any criminal charges, convictions, orders, and/or sanctions that occur during the course of his/her enrollment. Failure to notify the Program Coordinator or Dean may necessitate removal from the program and revocation of eligibility to take the National Board Examination for Licensure. Concerns regarding prior convictions should be directed to SC LLR, PT Board.

ADMISSION REQUIREMENTS
1. Attend a Health Information Program (HIP) Session to obtain admission information and application materials. If you prefer, you can attend an online HIP Session by going to www.octech.edu. Under the Academics tab, you will click Nursing and Health Sciences, then Physical Therapist Assistant. Scroll down under the HIP Registration section and click Online HIP Session. You will be able to attend the session online and have access to print your application packet for the Physical Therapist Assistant Program.

2. OCtech students or those transferring from other colleges must possess a 2.5 cumulative GPA from the last college where 12 or more credit hours (does not include developmental/remedial courses) were attempted.
   - All applicants must have or be eligible to take college-level courses
   - Applicants must be a high school graduate (certificate of completion does not qualify) or possess a GED
   - Applicants must complete all 10 prerequisite courses with a “C” or better OR be enrolled with a finish date PRIOR to the start of the PTA program to apply

3. If necessary, take required admission and/or placement tests as outlined in the HIP Session

4. Meet one of the following test criteria:
   - ATI TEAS® or TEAS V (Reading and Math sections only): Reading score of 65 or above and Math score of 65 or above. Students are allowed to take the TEAS test a maximum of two times for the year in which they are applying, UNLESS they participate in an approved TEAS Prep Course. Students participating in an approved TEAS Prep Course can take the TEAS test up to a total of four times during the designated application period. There is a minimum waiting time requirement of 15 days between each TEAS test attempt. We will only accept ATI TEAS® or TEAS V. All scores must be within five (5) years from the date of application
   - SAT scores of 26 Reading and 515 Math or ACT Reading of 19 and Math of 20 may be used in lieu of TEAS V test requirements
   - Completion of a higher education degree from a regionally or nationally accredited institution with a cumulative GPA of 2.75 or higher; A Bachelor’s Degree with the minimum required cumulative GPA may be used in lieu of the TEAS V or SAT/ACT test requirements

5. The application packet should include the following:
   1) Application for Nursing and Health Science program
   2) State County of Residency Form
   3) ATI TEAS®, TEAS V, SAT or ACT scores
   4) Official high school transcript or GED transcript indicating proof of graduation
   5) Official transcripts from ALL colleges attended. All college transcripts must be complete and current with proof of completion of the 10 prerequisite courses. If students are enrolled in any prerequisite course(s) when they apply, an official transcript must be submitted to Records PRIOR to the summer start of the PTA program showing completion with a “C” or better
   6) Health Sciences Application Packet Checklist with Declaration of U.S. Citizenship attached
   7) Copy of your driver’s license
8) Rating Sheet
9) Proof of a minimum of 40 observation hours or work as a rehab aide in at least two different practice settings

6. Applicants who have had two unsuccessful (failed) enrollments or courses in any Health Science or Nursing program will not be eligible to apply for admission. See Appeals Process located on our website at www.octech.edu. On the front page, under Admissions, click on Nursing & Health Sciences and then Appeals Process.

7. Applicants must be a U.S. citizen or lawful permanent resident for at least one year prior to the date of application.

Qualified applicants who attended college outside of the United States and who meet citizenship requirements must provide an official translation transcript(s) from World Education Service. Fees for English translation of international transcripts must be paid by the applicant (contact our Registrar at studentrecords@octech.edu or 803-535-1222 for details). Misrepresentation of information on any required forms or a willful attempt to misrepresent residency will make an applicant ineligible for admission to the PTA curriculum.
Policy Number and Title: 2.12 Non-Refundable Health Science Seat Deposit

Students who are offered a seat in the program are required to submit a non-refundable tuition deposit as outlined in his or her acceptance letter. Acceptance is not complete until the deposit is received by the specified deadline. Should the deposit not be received by the specified deadline, the acceptance offer is withdrawn, and the Admissions Department notifies the Program Coordinator. The next student in line on the waitlist, used for ~1 month during the admissions process, is then contacted with an offer for acceptance into the program. When the deposit is received by the deadline, the student is officially admitted into the PTA Program. At that time, the student is automatically accepted to the College.

Although the program does not have a waitlist from year to year, we do use a waitlist for ~1 month until the admission process is completed. At that time, which is 5 days after the start of summer semester at the end of the add/drop period, the waitlist is no longer in effect. Any student not admitted will need to reapply the following year per the admission process.
Technical and Core Performance Standards have been established by OCtech’s PTA program. Faculty feel these performance criteria are necessary for students to successfully complete the cognitive, psychomotor, and behavioral demands of the program. Once contingently accepted into the program, students will be required to sign consent for ability to perform these required standards. In the event there is a question as to the ability to perform any of the standards, the student will have the option to request accommodations through Student Services. Students will need to make request for accommodations as early as possible to allow the Coordinator for Students with Disabilities enough time to setup accommodations, if they are reasonable and approved, once all paperwork has been completed. Students will have to present information from a medical doctor validating the need for accommodations. Students can contact the Coordinator for Students with Disabilities, Tracy Dibble, at 803-535-1224 or in the Student Service department in Building S between the hours of 8:00 am – 6:00 pm.

Should the student sign consent of ability to complete the standards and faculty determine that the student is unable to safely complete these standards with reasonable accommodations; the student will be removed from the program. In this event, a student would receive a grade of "WP" or "WF" depending on existing status.

Misrepresentation of information on any required forms will make an applicant ineligible to progress in the PTA program.
**Technical Performance Standards**

To be able to successfully perform as a student in the Physical Therapist Assistant program, a student must be able to accomplish items 1-15 as listed below with or without reasonable accommodations.

- Put on and remove clothing and equipment correctly without assistance (i.e. surgery suit, shoe covers, etc.)
- Lift 50 pounds from the floor, carry and place on a surface 36 inches in height.
- Stand from a seated position and walk 300 feet without any impairment.
- Lift or transfer a patient from a bed, stretcher or wheelchair safely.
- Go from a standing position to a squatting or tall kneeling position and vice versa.
- Extend legs forward and backward while maintaining good balance to provide safe patient support as needed.
- Demonstrate proper body mechanics during lifting and patient care tasks.
- Safely manage invasive lines during patient care interventions.
- Transport or push a patient in a wheelchair, bed or stretcher without assistance.
- Walk up and down several flights of stairs.
- Perform a pivoting movement.
- Follow oral and written instructions.
- Detect both visual and audible alarms.
- Correctly read aloud written instructions.
- Demonstrate fine motor skills in manipulating small objects.

**Core Performance Standards**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Necessary Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability for safe clinical judgment.</td>
<td>Follow a PT plan of care and identify and react to safety concerns in an effective manner</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>Adjust therapeutic interventions based on a patient’s response and within the PT’s plan of care</td>
<td>Communicate reasons interventions were adjusted with PT and other members of the health care team as needed</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Recognize the unique dignity of all individuals and use interpersonal skills to interact appropriately with them given respect for cultural differences</td>
<td>Communicate in a professional manner to establish rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communicate effectively with all individuals using verbal, nonverbal, and written communications</td>
<td>Explain treatment procedures; document and interpret patient responses to treatment interventions</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Example</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mobility</td>
<td>Demonstrate physical abilities to gather equipment and safely handle patients</td>
<td>Move from room to room to gather equipment; climb stairs; proper body mechanics during patient guarding</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Demonstrate gross and fine motor skills to safely administer physical therapy interventions</td>
<td>Manipulate equipment; position patients/clients.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Differentiate audible noises to implement emergency responses as needed</td>
<td>Hears monitor alarms, emergency signals, cries for help.</td>
</tr>
<tr>
<td>Visual</td>
<td>Exhibit visual acuity adequate to accurately observe patient responses to treatment intervention</td>
<td>Observe for signs of abnormal movement; identifies infection</td>
</tr>
<tr>
<td>Tactile</td>
<td>Validate tactile ability for physical assessment</td>
<td>Perform palpation. Check skin temperature</td>
</tr>
<tr>
<td>Smell</td>
<td>Ensures olfactory senses enough for patient safety</td>
<td>Distinguish smells that can contribute to patient assessment or safety</td>
</tr>
<tr>
<td>Self-Care</td>
<td>Present self in a professional manner to maintain health of self and others</td>
<td>Good body hygiene; clean clothing; implement universal precautions</td>
</tr>
<tr>
<td>Temperament</td>
<td>Effectively handles stress during academic, laboratory, or clinical settings.</td>
<td>Avoids raising voice; maintains composure; calmly completes treatment on patients in pain or with their own stresses</td>
</tr>
</tbody>
</table>
In addition to tuition, students will be required to pay further fees required by the program. The estimated amount of these additional fees total ~ $5,000.00 dispersed throughout the 3 semesters of Phase II. Examples of additional fee requirements include immunizations, insurance, travel to clinical sites, books, drug screenings, background checks, and exam fees. The projected expenses can be found in the application packet or on the College’s PTA webpage.

<table>
<thead>
<tr>
<th></th>
<th>Summer 2019</th>
<th>Tuition out of county</th>
<th>Summer 2019</th>
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<td><strong>Tuition</strong></td>
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<tr>
<td>Tuition in county</td>
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<td>Tuition out of county</td>
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<td>Fall 2019 and Spring 2020</td>
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<td>Fall 2019 and Spring 2020</td>
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<td></td>
<td>$2,205.00 per semester</td>
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<td>$2,721.60 per semester</td>
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<tr>
<td><strong>TOTAL IN COUNTY TUITION FOR PTA PROGRAM (3 SEMESTERS)</strong></td>
<td>$6,510.00</td>
<td><strong>TOTAL OUT OF COUNTY TUITION FOR PTA PROGRAM (3 SEMESTERS)</strong></td>
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<td><em>Charge for hours over 12 hours</em></td>
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<tr>
<td>Registration Fee</td>
<td>$25.00</td>
<td>Enrollment Fee</td>
<td>$60.00</td>
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**ANTICIPATED ADDITIONAL PROGRAM EXPENSES**

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<th>FIRST SEMESTER (Summer 2019)</th>
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<tbody>
<tr>
<td>Health Science Deposit</td>
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<tr>
<td>Lab Fee</td>
<td>$25.00</td>
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<tr>
<td>Books</td>
<td>$800.00</td>
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<td>Computer</td>
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<tr>
<td>Hepatitis Vaccine (Depends on Source)</td>
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<tr>
<td>PPD / TB Test</td>
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<tr>
<td>Physical (Depending on Source)</td>
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<tr>
<td>Malpractice Insurance (Annually)</td>
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<tr>
<td>Liability Insurance</td>
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<tr>
<td>Drug Screen</td>
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<tr>
<td>Criminal Background Check</td>
<td>$48.50</td>
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<tr>
<td>CPR and First Aid</td>
<td>$200.00</td>
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<tr>
<td>APTA Membership</td>
<td>$80.00</td>
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<tr>
<td>SCAPTA Membership</td>
<td>$5.00</td>
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<tr>
<td>Lab Coat</td>
<td>$30.00</td>
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<tr>
<td>Collared Shirt</td>
<td>$30.00</td>
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<tr>
<td>Scrubs</td>
<td>$120.00</td>
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**ADDITIONAL COSTS (ANTICIPATED) FOR FIRST SEMESTER** $2,052.50

<table>
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<th>Second Semester (Fall 2019)</th>
<th>Approximate Cost</th>
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<tr>
<td>Lab Fee</td>
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<tr>
<td>Books</td>
<td>$500.00</td>
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<tr>
<td>Travel</td>
<td>$400.00</td>
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### Additional Costs (Anticipated) for Second Semester

<table>
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<tbody>
<tr>
<td>Drug Screen</td>
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<td>Criminal Background Check</td>
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<td><strong>Total Estimated</strong></td>
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### Third Semester (Spring 2020)

<table>
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<th>Item</th>
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<td>Books</td>
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<tr>
<td>Travel</td>
<td>$400.00</td>
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<tr>
<td>Mock Practice Exams</td>
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<tr>
<td>Board Review Course</td>
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<tr>
<td>Graduation / Cap and Gown Fee</td>
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<tr>
<td>License Application Fee</td>
<td>$120.00</td>
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<tr>
<td>Board Exam Fee</td>
<td>$400.00</td>
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<tr>
<td>Drug Screen</td>
<td>$40.00</td>
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<tr>
<td>Criminal Background Check</td>
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<tr>
<td>APTA Membership</td>
<td>$80.00</td>
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<td>SCAPTA Membership</td>
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<tr>
<td><strong>Total Estimated</strong></td>
<td><strong>$1,933.50</strong></td>
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In addition to tuition cost stated above, the **Total Estimate** of other expenses for PTA Program is **$4,999.50**.
Policy Number and Title: 2.15 Drug Screening

All students participating in the OCtech Physical Therapist Assistant Program will be required to complete a 10-panel drug screening test prior to beginning the program and as requested by clinical facilities prior to clinical education experiences. The student is responsible for the fee involved with these drug screens. Policies and further details regarding results of drug screens can be found on pages 32 in the PTA Student Handbook.
For retention and progression in the program, the student must, in the judgment of the faculty, satisfy the requirement of health, conduct, psychomotor, and scholastic achievement. The following criteria must be met for a student to progress in the Physical Therapist Assistant Program:

**Progression from Phase I to Phase II**

- Acceptance into Phase II upon completion of the application process
- Completion of any course that was “in progress” at Octech when applying to Phase II with a “C” or better (MUST be completed PRIOR to the start of the program)
- Submission of all official transcripts from other colleges showing a “C” or better in any pre-requisite course that was “in progress” when applying to Phase II (MUST be completed PRIOR to the start of the program)
- Proof of background check that is clear of any violation that would prohibit a student from completing a clinical affiliation
  - The program will not deny any acceptance offer to students with a background check that shows a violation. It should be noted, however, that clinical sites may deny placement for a student based on content provided within the report. If this were to happen, the student would not be allowed to progress in the program. Further, it is possible for a student with a violation on a background check to be denied access to sit for the National Board Examination for PTAs even if the clinical education portion of the curriculum is completed.
  - Any student with a violation on his or her background check should contact the PTA Program Coordinator, at 803-535-1305, and South Carolina State Board of Physical Therapy, at 803-896-4655 for further guidance.
- Proof of a ten-panel drug screen that is negative for any drugs or documentation from a medical doctor justifying the need for a prescribed drug that could make a drug screen positive
The program will not deny students who present a positive drug screen if they present documentation from a medical doctor justifying the need for a prescribed drug that likely made the drug screen positive.

Students should understand that clinical placement for any positive drug test, regardless of reason, is solely at the discretion of the clinical sites upon which the program has contractual agreements.

The program cannot guarantee that providing documentation from a medical doctor justifying the need for a prescribed drug that may have contributed to a positive drug screen will be acceptable when clinical sites make decisions as to whether they will accept a student for a clinical affiliation.

- Submission of a physical supporting student’s ability to complete the program with or without reasonable accommodations
- Submission of required immunizations
- Proof of CPR through the American Heart Association and First Aid valid through the end of May of the graduating year
- Signature on all required consent forms (Obtained at orientation)
- Completion of HIPPA and OSHA training (Completed at orientation)
- Signed acknowledgment of being able to complete Technical and Core Performance Standards with or without accommodations

**Progression from Phase II to Graduation**

- Schedule all courses in the sequenced pattern for Summer, Fall, and Spring semesters as outlined on the curriculum layout
- Successfully pass all competency check-off skills in each class where they are offered prior to taking the lab practical for that class
  - If all required competency check-off skills are not completed prior to the date of a lab practical, a student will be deemed ineligible to sit for the first attempt. This will be viewed as an unsuccessful first attempt practical grade, leaving the student only one attempt to pass a practical on a second attempt IF he or she can successfully complete the outstanding competency check-off(s) prior to the scheduled date of the retake practical.
  - If the "second" attempt on the practical is passed with a grade of 80% or higher, the student will have an 80 recorded per the retake practical grading policy.
  - If the student does not successfully complete all required competency check-offs PRIOR to the date of a second attempt practical, or if he or she is unsuccessful on the second attempt practical, he or she will be unable to progress in the program and will receive a grade of "WF" at midterm or "F" at final for the course.
    - A student has the right to complete any other course in the program during the semester enrolled, but will not be able to proceed with subsequent courses the following semester unless this event occurs in once course during the final semester in the program where remediation is an option.
- Successfully pass all lab practicals within 2 attempts with an 80% or higher
  - This includes successful completion of ALL 4 of the following criteria:
    - An 80% overall grade on the lab practical rubric
    - An 80% or higher in Section 5 – Clinical Problem Solving (40/50 possible points)
    - Score a 1 or higher on ALL Essential Elements bolded and marked with an asterisk (*)
    - Successfully complete ALL Critical Safety Elements bolded and marked with a red flag (ensation).
      - A lab practical will be automatically stopped by the instructor due to an “auto fail" if the student scores a “0” on an Essential Element (bolded and
marked with an asterisk (*) or if a Critical Safety Element (bolded and marked with a red flag (.FLAG)) is not completed successfully.

- All second attempt lab practicals that are passed will have a recorded grade of 80, regardless of the actual grade earned, per the retake practical grading policy.
- All second attempt lab practicals that are not passed will receive a “WF” at midterm or “F” at final for the course, regardless of the other grades earned from the lecture portion of the course.

- Complete all Phase II courses with a final grade of "B" or better
- Maintain a satisfactory level of clinical performance in PTH 266 and PTH 276 as delineated in each clinical education syllabus
- Repeat or obtain any requirements requested by a clinical facility upon which the student is placed
- Make arrangements to attend a clinical education affiliation at any health care agency utilized by the program to meet course objectives
- Provide proof of a background check acceptable by clinical agencies allowing the student an opportunity to complete the clinical education requirements of the PTA Program
- Maintain negative results on random drug tests or when done for cause
- Meet Technical and Core Performance Standards for retention and progression in the program with or without reasonable accommodations
- Abide by college and program policies and uphold professional standards of behavior in all on and off campus events

**Competency Assessment for Progression to the Clinical Setting**

Student competence for progression to the clinical setting will be assessed via homework assignments, projects, written examinations, competency check off sheets, laboratory practicals, a professional development plan, faculty observation and conferences, and the Safety and Competence for Clinical Progression Form. A variety of tests and measures will be used to assess the cognitive, psychomotor, and affective domains of learning. Students will be assessed using individual and group activities focused on professional and ethical behavior and implementation of progressive problem solving and critical thinking skills required for safe and effective patient care. Assignments will be created using concepts appropriate for an adult learner and will ensure activities reach all learning styles. A strong emphasis will be placed on professional interactions, communication skills, ability to educate patients using techniques that are thorough and appropriate for the learner, safety for the patient and health care worker, implementation of evidenced based practice, building interprofessional relationships, proficient PT/PTA teams, and application of accurate, comprehensive, and contemporary patient care interventions.

**Homework Assignments and Projects**

Homework assignments and projects will be graded based on provided rubrics for each assignment or project. These will include activities that may be graded individually or as a group. All assignments and projects must be turned in by the assigned due date or a “0” will be issued. No late assignment or project will be accepted or allowed to be made up unless extenuating circumstances are involved and are approved by the Program Coordinator.
**Competency Check Off Skills**

Competency check off skills will take place in the laboratory setting. No grade is given for these skills as they are either pass or fail according to a grading rubric issued to students on the first day of each course with these requirements. Competency skills will be scored using the same rubrics used by instructors to score the Intervention portion, worth 40 of the 50 possible points for Section 5 – Critical Thinking on the lab practical rubric. This is to give students practice preparing for lab practicals without penalty for unsuccessful attempts prior to the actual practical. There is no limit to the number of times a student can attempt a check off skill. It is the student’s responsibility to initiate check offs in a timely manner to allow for reattempts, if needed, while understanding that a final check off on each skill is required by an instructor prior to a student being allowed to sit for a lab practical. Students cannot approach an instructor to be checked off on a skill until first being successfully checked off by two other classmates. Therefore, each skill will need three successful check offs (two by classmates and one by an instructor) for eligibility to attempt a lab practical. The only exceptions to this are the competency check offs for wheelchair mobility and management, aseptic technique, and hand dynamometer which only require one check off by an instructor. It should be noted that failure to successfully complete all required competency check off skills prior to a scheduled lab practical will result in a student being ineligible to take the first attempt lab practical. This will be viewed as an unsuccessful first attempt practical grade, leaving the student only one attempt to pass a practical on a second attempt IF he or she can successfully complete the outstanding competency check-off(s) prior to the scheduled date of the retake practical. If the second attempt on the practical is passed with a grade of 80% or higher, the student will have an 80 recorded per the retake practical grading policy. If the student does not successfully complete all required competency check-offs PRIOR to the date of a second attempt practical, or if he or she is unsuccessful on the second attempt, he or she will be unable to progress in the program and will receive a grade of “WF” at midterm or “F” at final for the course, regardless of grades earned in the lecture portion of the course. A score of 80% or higher is required to pass each competency check off skill. Any score below 80% is a fail and will need to be reattempted. All competency check-off skills are completed first semester except for ones required in PTH 202 – Physical Therapy Modalities, which are completed second semester. This is because the program builds upon these required skills throughout each subsequent semester of the program.

**Laboratory Practicals**

Laboratory practicals will have a grading rubric issued to students on the first day of each class with a laboratory component. There will be at least a midterm and a final cumulative practical in all courses with a lab. Students will be given two attempts to pass a lab practical with a score of 80% or higher. In addition to this requirement, students must also score an 80% or higher on Section 5 – Critical Problem Solving (40/50 points required), score a 1 or higher on ALL Essential Elements bolded and marked with an asterisk (*), and successfully complete ALL Critical Safety Elements bolded and marked with a red flag ( ). A lab practical will be automatically stopped if Essential or Critical Safety Elements are not successfully completed. The student will be issued an auto fail for that practical exam. Prior to sitting for a second attempt practical, students will be required to meet with the instructor to develop and sign a Learning Contract. Objectives will be established, and the student must successfully complete the learning objectives within the established timeframe to be eligible to sit for the second attempt. This Learning Contract is meant to serve as an opportunity for the student to be informed of the identified performance deficits and to have the instructor detail what improvements must be made for successful completion of the second and final attempt. Further, this Learning Contract is meant to establish objectives that will give a student additional practice to prepare for a retake. Any second attempt lab practical passed with an 80% or higher will have a grade of “80” recorded in the gradebook, regardless of the actual grade earned on the second attempt practical. In the event a student is unsuccessful on a second attempt practical, he or she will
receive a “WF” at midterm or “F” at final for the course, regardless of other grades in the lecture portion of the course. Any student repeating a practical for a second attempt will have a different scenario for the retake. It should be noted that a grade of “C, D or F” in any course at the end of summer and fall semester of Phase II will result in the student being removed from the program. Due to the sequencing of the curriculum, it does not allow time for remediation of courses in those semesters because they are pre-requisite courses for subsequent semesters. It is possible to have a final semester course (spring of Phase II) remediated in the event of a “C, D or F” in one course, however, the student will have graduation postponed by one semester if successful in the course being retaken and in PTH 276. This option is not offered to students who are unsuccessful in more than one course during final semester and the student will not progress forward unless he or she receives a grade of “B” or higher in the retake course and a grade of “SC” in the final practical, PTH 276.

**Written Exams**

Written exams will be graded on a 100-point system. The number of exams per course will be delineated on the course syllabus. If a student scores below 80% on an exam, he or she will be placed on the program's retention alert system. The student will be required to meet with the course instructor and/or PTA Program Coordinator within 48 business hours for an action plan. The student will either be removed from retention alert if the following exam is 80% or higher or remain on retention alert until an 80% or higher is achieved on a subsequent exam. Possible action plans that could be implemented include, but are not limited to, tutoring, study groups, additional assignments on course content, referral to the College's Student Success Center, or computer work related to the content identified as the weakness. If a student has a final grade lower than the required 80% in a course, he or she will not be allowed to progress in the program during summer or fall semesters of Phase II and will have the earned grade recorded in the gradebook. The student will be allowed remediation of one course during final semester of Phase II if a final grade of below 80% is obtained. The earned letter grade of "C" or lower will be recorded in the gradebook until replaced by the grade earned upon retaking the course.

**Professional Development Plan**

The PTA program has established guidelines for a Professional Development Plan, known as a “PDP.” If a faculty member observes or becomes aware of a student engaging in unprofessional behavior, points will be deducted on the rubric for the course grade and a discussion will occur with the student. In minor instances, where the student likely does not perceive how the behavior could be interpreted as unprofessional, the instructor will notify the student via informal discussion and record the notification on the PDP tracking log.

Examples include, but are not limited to, wearing a hat to class, being tardy once, making negative comments, inappropriate jokes or gestures, or unintentionally declining to include or interact with other classmates. These minor things should be corrected upon a first notification but could become severe instances, where a Verbal or Written Warning or probation would be warranted, if corrective action is not taken. In severe situations, a Written Warning or Disciplinary Probation will occur based on the nature of the incident. Examples of situations that would result in a Written Warning include, but are not limited to, controlled hostility toward an instructor or another classmate including cursing and/or physical gestures or actions, continued unprofessional behavior, tardiness, absences, or violation of the social media or cell phone policy after a Verbal Warning.

Instances that are more severe, such as but not limited to, cheating, stealing, malicious acts, harming property/equipment of the PTA program, or failure to abide by the Student Code of Conduct per the OCtech College Catalog and policies stated in the PTA Program Handbook and PTA Policy Manual will result in immediate Disciplinary Probation and referral to the Dean of Nursing and Health
Sciences. This is not meant to serve as punishment, but for an opportunity for the student to meet with faculty to discuss why the observed behavior is deemed unprofessional. An action plan will be implemented to assist in instances involving a Written Warning or Disciplinary Probation. The goal is to assist the student with developing respectable, ethical, and professional behaviors expected of a PTA in the workforce. Grading for professional behavior will take place over the course of three didactic classes throughout each semester of Phase II. During summer semester, any PDP issue will be represented on the grading rubric and recorded as 3% of the overall course grade for PTH 101. During fall semester, the same process will occur, but the grade earned will represent 5% of the overall course grade for PTH 235. During the final spring semester, the same process will again occur but will represent 7% of the course grade for PTH 275. In the event a student has been placed on Disciplinary Probation and shows progress by the end of the course, he or she will have the probational status lifted prior to beginning the next semester. In the event a student has been placed on Disciplinary Probation and has not shown progress toward professional development, the faculty reserves the right to carry the Disciplinary Probation over into the following semester. This could mean beginning a clinical education course (PTH 266 or PTH 276) on probation and could result in removal from the clinic if the established action plan is not followed satisfactorily. For students to be approved for PTH 266 or PTH 276 in good standing, he or she must score 80% or above on the PDP. If a student scores below 80%, he or she will be allowed to attend the clinical affiliation, however will be on Disciplinary Probation with an action plan. If this were to occur, the student would be required to show progress toward the action plan according to determined timeframes or would be removed from the clinic and receive a grade of “U” for the clinical course.

Faculty Observation and Conferences

While no grade is given specifically for faculty observation and conferences with students, both will be used to validate student readiness for progression to the clinical setting. In the event faculty observe a student struggling with content, not participating in lab, or demonstrating weakness in clinical performance, the student will be required to conference with faculty. Observed concerns will be discussed with the student and an appropriate action plan will be developed and offered to prepare the student for success. This may involve required tutoring sessions, referral to Student Services for counseling on stress, test taking skills, etc., or open lab time. Faculty will have the student sign an “At Risk” Communication Form that details the recommended action plan, date faculty will offer the assistance, and faculty identification of the student’s high risk for failure in the program if appropriate action is not taken. The student will then sign the bottom portion of the “At Risk” Communication Form indicating acceptance or denial of the offer made by the instructor. The student will then sign again on the due date of the established action plan acknowledging whether he or she completed the recommended action plan.

Safety and Competence for Clinical Progression Form

This assessment form tracks student safety and competence to progress to PTH 266 and PTH 276. For PTH 266, this form tracks student success on competency skills, lab practicals, course grades, the PDP, and faculty observations. If all requirements have been met, the student will be allowed to progress to the clinical setting. It should be noted that all required competencies must be demonstrated successfully per the syllabus, all lab practicals successfully completed with an 80% or above in 2 attempts, a score of 80% or higher must be obtained for the final course grade in all courses prior to a clinical, an 80% or higher should be earned on the PDP to avoid being sent to clinic on Disciplinary Probation, and core faculty must deem the student safe and competent for clinical progression. At midterm of PTH 266, this form is used to validate student readiness for clinical progression based on the level of advancements made. At final of PTH 266, this form indicates student readiness to progress to the final semester in the curriculum. Prior to the final
clinical, PTH 276, core faculty again deem the student safe and competent for clinical progression. This is determined by successful completion of all lab practicals with an 80% or above in 2 attempts, a final course grade of 80% or higher, and an 80% or higher should be earned on the PDP to avoid being sent to clinic on Disciplinary Probation. At midterm of PTH 276, this form is used to further validate student progression based off of input obtained from the ACCE, student, and Clinical Instructor. At final of PTH 276, this form is used in conjunction with others to determine if all requirements have been successfully completed to effectively assess if the student has met “Entry Level” performance required for graduation.
A thorough process has been created to assess student performance to determine if entry level status has been met prior to graduation. The following tools are used by the ACCE, who is solely responsible, with feedback from the Program Coordinator, to determine the final grade for both clinical experiences, PTH 266 and PTH 276.

**Onsite Midterm Visit**

Once on clinical, the ACCE and/or Program Coordinator will complete an onsite midterm visit. This visit gives crucial information regarding the student's clinical performance and progression toward entry level. The ACCE and/or Program Coordinator will observe the student complete a treatment, meet individually with both the student and Clinical Instructor for input into performance, assess student professional behavior, review scoring and written documentation on the midterm CPI, and complete the Midterm Clinical Data Sheet. If any other forms of documentation are available, such as Anecdotal Records, Critical Incident Reports, Written Warnings, or Probation Forms, they will also be reviewed. Further, the ACCE and/or Program Coordinator, will review course objectives listed on the Clinical Performance Rubric with the student and Clinical Instructor. This will assist the ACCE with information needed to score the Clinical Performance Rubric at the conclusion of the clinical experience. In the event a student is not performing at expected levels, delineated on each course syllabus, an appropriate course of action will occur based on the situation. This could involve a Verbal or Written Warning, Probation, or removal from the clinical setting. The student and Clinical Instructor will be informed of the determined course of action. Should there be any discrepancy between verbal comments and written documentation, the ACCE will seek clarity and maintain a record of the noted inconsistencies on the Midterm Clinical Data Sheet.
Midterm Clinical Data Sheet

The Midterm Clinical Data Sheet is a thorough assessment tool that gives specific information on the facility, Clinical Instructor qualifications, student experiences, opportunities made available to the student, student preparedness for contemporary practice, engagement as a member of the PT/PTA team and Interprofessional Practice, and student performance with treating patients of all ages with a variety of diagnoses. This tool also collects information from Clinical Instructors regarding equipment needs for the program and any professional development needs for clinical educators. Further, this tool allows the ACCE an opportunity to compare student and Clinical Instructor feedback and to make an assessment of the overall clinical experience.

Assignments

Students will have various assignments to complete outside of clinical hours that will be due on designated dates on the syllabus. Assignment details will be posted on D2L the first day of class and reviewed with students prior to the start of the clinical. Assignments must be deemed “Acceptable” by the ACCE or they will be returned for the student to make the recommended changes and resubmit prior to the last day of this course. Assignments will count as 1 of the 3 required criteria that must be graded as “Pass” to receive a final course grade of "Satisfactory Completion" on a clinical course. “Pass” is determined by all assignments being turned in by the end of the clinical experience and deemed “Acceptable” by the ACCE.

Clinical Performance Instrument (CPI)

Student performance will be scored by the Clinical Instructor (CI) at midterm and final of PTH 266 and PTH 276. The student will also complete a self-assessment using this instrument. Both the CI and student must complete training on the CPI prior to scoring it. The ACCE will discuss details on how to complete training for the CPI and specific elements that will be graded prior to students leaving campus for clinicals. Information will also be posted on D2L. Once the CPI has been completed, the CI and student will discuss results in private to review the level of student performance at each designated time. The student will be expected to meet specific levels of performance at midterm and final for both PTH 266 and PTH 276. These expected levels of performance are explained on the syllabi for each course and are progressive in nature. Students performing below the expected level in any area. On the midterm CPI, or at any other time a deficit is noted, will be given an action plan with a written warning, unless the student is scored below the expected level on a red flag area. In that event, the student will be placed on probation in addition to an action plan. Action plans will result in the development of goals that must be met within the determined timeframe for a student to continue in PTH 266 or PTH 276. Dismissal from this course can occur at any time a deficit is noted and progress is not made toward the action plan by the established deadline. The CPI is 1 of the 3 required criteria that must be graded as “Pass” to receive a final course grade of "Satisfactory Completion" on a clinical course. “Pass” is determined by a student meeting the expected level of performance specified on course syllabi.

Clinical Performance Rubric

This rubric was created as an additional tool to be scored by the ACCE. The intent is to create consistency between the Clinical Instructor and ACCE with assessment of student performance and progression toward entry level while on clinical affiliations. The Clinical Performance Rubric uses course objectives that have been divided into psychomotor, cognitive, and affective domains of learning for a comprehensive assessment of expected student performance. The rubric is graded as
Pass/Fail and is 1 of the 3 required criteria that must be graded as “Pass” to receive a final course grade of "Satisfactory Completion" on a clinical course. A student must meet requirements to “Pass" according to criteria specified in the course syllabus and explained to students by the ACCE. Student performance will be assessed by the ACCE with input from the Program Coordinator over the 7-week clinical experience based on input from the following:

1. Observation of student completing at least one treatment during the midterm onsite visit or any subsequent visits if needed
2. Observation of student’s professional behavior during the midterm onsite visit or any subsequent visit if needed
3. Verbal input from the Clinical Instructor
4. Documentation on the CPI at midterm and final
5. Information on the Weekly Performance Sheets
6. Student progress toward goals on the Weekly Performance Sheets
7. Information recorded on the Midterm Clinical Data Sheet
8. Student input on performance
9. Student’s ability to demonstrate knowledge on objectives not covered at a facility
10. Discussion board posts
11. Information on Anecdotal Records, Critical Incident Reports, Written Warnings or Probation Forms

In unique circumstances, the ACCE holds the right to use other considerations to determine if a student is performing at Entry Level by the end of the program. The list below indicates the considerations that will be used for determining the final course grade for both clinicals, PTH 266 and PTH 276, as well as the final decision for Entry Level performance required to graduate.

Other Considerations Used by the ACCE for Final Clinical Grades (PTH 266 and PTH 276) and to Determine Entry Level Performance at the End of PTH 276 Required to Graduate (Adapted from the APTA PTA CPI 2009)

In the event of unique circumstances, the ACCE holds the right to consider other factors when determining final course grades for PTH 266 or PTH 276 and Entry Level Performance at the end of the program. These considerations include the following:

1. Student’s level of experience in the practice setting
2. Importance of each performance criterion
3. Specific expectations of the individual clinical site
4. Student progression toward goals on the Weekly Performance Sheets
5. Verbal and written comments/input made by the clinical instructor
6. Consistency of CPI scores and comments
7. Items marked with distinction on the CPI
8. Observation of student completing at least one treatment during the midterm onsite visit or any subsequent visits if needed
9. Observation of student’s professional behavior during the midterm onsite visit or any subsequent visit if needed
10. Information recorded on the Midterm Clinical Data Sheet
11. Student input on performance
12. Student’s ability to demonstrate knowledge on objectives not covered at a facility
13. Discussion board posts
14. Information on Anecdotal Records, Critical Incident Reports or Probation Forms

Should any of these considerations be taken into account, the ACCE will have strong evidence to support the validity of decisions made regarding student grades.
Students who desire to withdraw from the Physical Therapist Assistant Program must schedule an exit interview with the Program Coordinator. At that time, an add/drop form will be initiated. Course grade(s) and academic standing will be assigned according to the grade earned at the point in the semester at which the student is requesting to withdraw. It is recommended that if the student must withdraw, he or she do so in good academic standings as a “WF” will significantly lower a student’s GPA.

Withdrawn courses within 30 days of the first day of class will receive a grade of “W” and will appear on the student’s transcript. A “W” is not calculated into the student’s GPA. Withdrawals from courses after the end of the first 30 calendar days of the term will receive a grade of “WP” (Withdrawn Passing) if the student is passing the course at the time of withdrawal or a grade of “WF” (Withdrawn Failing) if the student is failing the course at the time of withdrawal. The “WF” is a punitive grade that carries the same calculation in the grade point average as that of an “F.”

Students may withdraw from a course and complete the remaining courses during that semester with the exception of the clinical component. Due to the nature of the program, students will not be allowed to advance to the next semester in the plan of study unless they withdraw from 1 course the final semester, successfully complete all other courses, and choose to remediate the 1 course they withdraw from during the final 7 weeks of spring. If the remediated course is passed, the student will be required to earn a “Satisfactory Completion” of PTH 276 over the summer to graduate in July. Should the student wish to reapply to the PTA program, he or she must do so per the readmission policy.
Policy Number and Title: 2.19 Probation Policy

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Authorization: ____________________________________________  ____________________________
Dean of Nursing and Health Sciences  PTA Program Coordinator

Initial Approval Date: 4-30-14  Last Review Date: 4-29-19

Last Revision: 4-29-19

The PTA program strives for student excellence in both academics and professional behavior. Faculty will abide by established policies to encourage student success with both. For academic success, faculty offer a multitude of opportunities for retention, including but not limited to, free tutoring, retention alert efforts, open lab hours, advising, low student/faculty ratios, and referral to the student success center. Faculty members role model professional conduct to promote behaviors on the professional development plan and expected in the program and workforce thereafter. Further, faculty place strong emphasis on these behaviors through lecture and various role-modeling activities. Despite these efforts, as well as verbal and written warnings, faculty may find it necessary to place a student on probation as a final warning of academic difficulty or unprofessional behavior. Probation indicates that a student must show improvement in grades or professional conduct to reach good standing and avoid risk of course and/or PTA program dismissal. There are two kinds of probation described below used in the PTA program.

Academic Performance Probation
A student will be placed on academic probation if he or she has less than a "B" average at midterm in any course taken during Phase II of the program or if a student is found to be performing below average on a red flag area on the CPI or at any time during a clinical affiliation or does not show progress toward goals within established time frames after a written warning.

- Any student with a non-clinical course grade during Phase II of the program that is lower than a “B” average at midterm will be placed on academic probation. The student must meet with the course instructor to create a plan for academic improvement and sign the “At Risk” Communication Form indicating awareness of the high alert for course failure. He or she will be placed on the program's retention alert system if not already on it. This could require additional work to support student success. Failure to show academic improvement, which is defined as a “B” average or above, by the end of the course, will result in the student being unable to progress in the program unless the student falls under the exception for spring semester identified in the Student Handbook.
Any student deemed to be performing below average on his or her clinical will be given a written warning with an action plan unless the deficit involves a red flag area on the CPI. In that case, the student will be placed on probation with an Action Plan. A student will also be placed on probation if progress is not made toward the established Action Plans according to the timeline on a written warning. This can happen at any time during the clinical affiliation and is not guaranteed to only happen during the midterm or final.

**Disciplinary Probation**

A student will be placed on disciplinary probation for any action outside of academic performance that could result in program dismissal. Faculty will attempt to precede all disciplinary probation with a verbal and written warning; however, the Program Coordinator does have the right to skip the verbal or written warning in severe offenses.

Examples of situations that would warrant disciplinary probation include but are not limited to, excessive tardiness, use of cell phones in class or lab, or unprofessional dress that continues after being issued a Written Warning. Any violation of the Student Code of Conduct such as cheating, theft, malicious acts, or intentional damage to property/equipment of the PTA Program will result in an immediate probation without any verbal or written warning preceding it and referral to the Dean of Nursing and Health Sciences. A copy of the Student Code of Conduct is explained in the College Catalog (pages 77-102). This policy applies to on and off campus events associated with the program, including field trips, community service projects, or clinical education. Progress toward the established Action Plan must be met within designated time frames to avoid program dismissal. In these more severe cases, College Administration will determine discipline which can be program dismissal.
Immediate Course and/or Program dismissal will result if a student:

- Violates the policies and procedures of OCtech, the PTA program, or the contractual agencies
- Breaches patient confidentiality standards (HIPAA Laws)
- Engages in, and is found guilty of extreme unprofessional or unethical behavior in classroom, laboratory, clinical, or any college-related off-campus activity that violates the Student Code of Conduct
  - Students dismissed from the program due to unprofessional or unethical behavior will not be considered for readmission to any Nursing or Health Science programs
  - Students who feel they have been dismissed without cause may follow the Student Grievance Procedure detailed in the College Catalog on pages 88-93
  - No retaliation against the student will occur from OCtech or PTA program faculty against a student who files a grievance
- Receives a grade of less than 80% in any course in Phase II, or a “U” (unsatisfactory) for either of the two clinicals, PTH 266 and PTH 276
- Fails to successfully pass all competency check off per requirements on the syllabus prior to the assigned second attempt lab practical
- Fails to pass all lab practicals in a course with an 80% or higher in two attempts
- Fails to participate or meet the established learning objectives by the deadline on the Learning Contract after an unsuccessful attempt on a first attempt lab practical
- Tests positive for drug/substance or alcohol abuse
- Has excessive absences from class or clinical that are not related to extenuating circumstances after warnings and probation issued
- Cannot make up work and successfully complete missed classes with an 80% or higher prior to program progression when extenuating circumstances exist
- Fails to demonstrate appropriate clinical competence or acceptable progression of clinical performance by the established deadlines
Demonstrates an inability to complete Technical and/or Core Performance Standards with or without reasonable accommodations

Has information on a background check or drug screen that will not allow clinical placement

Academic dishonesty that continues after disciplinary action by the instructor and College (See College Catalog, page 28). Examples of academic dishonesty include, but are not limited to:
  o Plagiarism
  o Cheating
    o Providing information that could lead to another student performing at a higher standard than he or she may have without the information (such as discussing content on lab practical scenarios or exams)
  o Providing false information (lying) to lecturer, lab, or clinical instructors
  o Falsifying academic forms
    ▪ Admission, program, or clinical records
Policy Number and Title: 2.21 Advisors

Faculty members of the PTA Program will serve as academic advisors. Students are asked to contact their advisor at designated times. Faculty will also make themselves available for conferences before or after classes and at other times of mutual convenience. Faculty will post office hours outside their office at the beginning of each semester. The Program Coordinator will be available for conferences by appointment or convenience of both parties.
The Financial Aid Office administers a variety of federal, state, and local student aid programs that provide assistance in meeting the costs of a college education. Since the College serves a predominately minority population from many surrounding rural areas, the Financial Aid Office provides comprehensive financial aid services that include assistance with electronic completion and submission of the FAFSA, advisement services that inform students of the availability of all student financial aid resources, and automatic packaging of financial aid for students who have a completed Student Aid Report (ISIR) on file. The staff also offers loan counseling services. Financial Aid Representatives are available Monday – Thursday 8:00 am – 6:00 pm and on Friday from 8:00 am – 1:30 pm in the Student Services Center (Building S) to assists students with needs related to financial assistance. Information related to financial aid can also be obtained from the College’s website at https://www.octech.edu/cost-financial-aid/how-to-apply-for-financial-aid/ or in the College Catalog on pages 54-75. The phone number to contact the financial aid department is 803-535-1224.
Policy Number and Title: 2.23 Tuition Refund Policy

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Authorization: Dean of Nursing and Health Sciences PTA Program Coordinator

Initial Approval Date: 4-30-14 Last Review Date: 4-8-19

Last Revision: 4-29-15

Students who withdraw or have a net reduction of credit hours below full-time status will be eligible for a refund of tuition as follows:
- 100% Before the first date in term that classes are offered (start of term)
- 100% First day of class through add/drop period
- 0% After end of add/drop period

**Refund Policy after Add/Drop Period**
Students who remain in class after the end of the add/drop period will be responsible for paying 100% of tuition. Students who never attend classes for which they are enrolled will be considered to have constructively withdrawn before the start of the term.

**Refund Policy for Financial Aid Recipients**
The Octech Financial Aid Office will recalculate federal financial aid based on the percentage of earned aid for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a semester. If a student owes a balance to the College, he/she will be notified by the OCtech Financial Aid Office. A copy of the official recalculation policy is available in the Octech Financial Aid Office.

**Corporate Training and Economic Development Refund Policy**
Requests for refunds will be accepted until 48 hours before classes begin. These requests must be made in person or in writing and either presented or postmarked 48 hours in advance to the Corporate Training and Economic Development Office at the College. NO REFUNDS WILL BE GRANTED TO STUDENTS AFTER THIS DEADLINE.

**Course Cancellation Refund Policy**
Courses will be cancelled only on the approval of the Vice President for Academic Affairs and the appropriate Academic Dean. Full refunds will be made to students registered in classes cancelled by the College.
The College offers students a professional liability insurance policy for $300,000 per person and $600,000 per occurrence through the SC Insurance Reserve Fund. Due to clinical agencies requiring additional coverage of $1,000,000 per occurrence and $3,000,000 aggregate, students enrolled in OCtech's PTA program will be required to purchase the latter amount through Healthcare Providers Service Organization (HPSO) for $40.00. HPSO is endorsed by the American Physical Therapy Association (APTA), the professional organization for physical therapists and physical therapist assistants. This obligation will meet requirements for students to participate in the clinical education portion of the curriculum. Students will purchase this additional insurance coverage the first week of class.
Policy Number and Title: 2.25 Orientation

Page: 1 of 1

Authorization: ____________________________________________________________________

Dean of Nursing and Health Sciences PTA Program Coordinator

Initial Approval Date: 4-30-14 Last Review Date: 4-8-19

Last Revision: 4-8-19

Students admitted into Phase II of the PTA Program will be required to attend a daylong orientation session. The session will be conducted by PTA faculty and will address program policies, safety requirements, and expectations for program progression. Further, training on OSHA, HIPAA, emergency procedures, and MSDS will take place. During this orientation, students will get ID badges, tour the facilities, meet classmates, and be introduced to program courses and required textbooks. All required background checks, drug screens, CPR/First Aid, physical, immunization, and consent forms will be collected. Handbooks and program and security policies will be reviewed, and students will have all questions answered on this date. Students will have access to the PTA Student Handbook on their D2L account the first day of class as well as the PTA website any time they wish to view it. The PTA Clinical Education Handbook will be reviewed prior to the first clinical affiliation and posted on D2L for PTH 266 and PTH 276 for student access. The PTA Policy Manual will always be available in the Program Coordinator’s office as well as on the PTA Program website. The day and time of the orientation session will be given to students in an acceptance packet mailed within the first two weeks of March.
Faculty of the PTA Program are fully supportive of participation in our professional organization at both the national and state levels. Therefore, all physical therapist assistant students at OCtech are required to join the American Physical Therapy Association (APTA) and South Carolina Chapter upon entering the program. Student membership for the APTA is $80.00 per year and $5.00 per year for the South Carolina Chapter. This $85.00 membership fee is paid by students to the APTA during the first week of the program. Membership renewal to the American Physical Therapy Association and South Carolina Chapter is required the following year to graduate. This additional $85.00 membership fee is charged to students in the tuition fee for Spring semester. The college then pays the APTA the renewal fee for students prior to graduation.
All students are expected to attend field trips when scheduled. If classroom and clinical time is used for such activities, all students not participating will be counted absent for the day. Students will be required to provide their own transportation to and from off-campus field trips and are expected to be prompt in their arrival.

Should students show up late, faculty will abide by the program’s attendance policy and issue a tardy if the student arrives within 10 minutes of the scheduled time, or absent if the student is more than 10 minutes late. Students will be required to sign the College’s Trip Release Form and the PTA Program’s Addendum to the College’s Trip Release Form. All written agreements must be signed prior to students being allowed to participate in the event. Unprofessional behavior during any field trip event will result in disciplinary action decided on by the Program Coordinator.
The PTA Faculty and Students will abide by the APTA’s Standards of Ethical Conduct for the PTA listed below.

Preamble
The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life. No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

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

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

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

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

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.
2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

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

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

**Standard #3:** Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

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

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

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

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

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

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

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

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

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

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

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

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

**Standard #5:** Physical therapist assistants shall fulfill their legal and ethical obligations.
5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.

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

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

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

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

Standard #6: Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

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

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

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

Standard #7: Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

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

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

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

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

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

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

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.
8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

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

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.
After a Withdraw or Withdraw Passing Grade from OCtech or Other College PTA Programs

Students that withdraw or withdraw passing from OCtech or other College PTA programs in good standing will be considered for readmission into the program should they reapply per the application process. There is no guarantee of acceptance as all applicants, including those that reapply, will have equal opportunity for admission into the program. These students can reapply yearly as many times as they choose if not offered acceptance. If accepted, students from OCtech or other College PTA programs will be required to complete 50 all courses in the program, regardless if courses were previously taken and passed.

After a Fail, Withdraw Failing, or Unsatisfactory Grade from OCtech or Other College PTA Programs

Students who fail, withdraw failing, or receive a grade of unsatisfactory in one course from OCtech or other College PTA programs, will be considered for readmission into the program should they reapply per the application process. There is no guarantee of acceptance as all applicants, including those that reapply, will have equal opportunity for admission into the program. If accepted, these students must repeat all courses in Phase II of the curriculum and maintain a grade of “B” or higher in each course. If not accepted as a readmitted student, these students can reapply as many times as they choose. If a student is readmitted and fails a second time, or is unsuccessful in two or more courses, he or she will not be allowed to reapply to any Nursing or Health Science programs, including the PTA program. Students do have the right to appeal this policy by completing the NHS Program Appeal Application found under the FAQs and Additional Information tab on the OCtech PTA website at https://www.octech.edu/programs/physical-therapist-assistant/. This appeal allows students the opportunity to explain the circumstances behind their failure to meet program requirements. If approved, it gives students the right to apply, but does not guarantee acceptance into the program. No OCtech or PTA program faculty will retaliate against a student should he or she file an appeal.
After Removal from OCtech’s PTA Program for Violating the Student Code of Conduct

Students who are removed from the PTA program due to positive drug or alcohol testing, or due to unprofessional or unethical conduct, will not be allowed to re-apply to the PTA program or any other Nursing or Health Science programs. Students do have the right to appeal this policy by completing the NHS Program Appeal Application found under the FAQs and Additional Information tab on the OCtech PTA website at https://www.octech.edu/programs/physical-therapist-assistant/. This appeal allows students the opportunity to explain the circumstances behind their failure to meet program requirements. If approved, it gives students the right to apply, but does not guarantee acceptance into the program. No OCtech or PTA program faculty will retaliate against a student should he or she file an appeal.
Policy Number and Title: 2.30 Transfer Policy

The program will accept transfer credits from regionally accredited institutions based on OCtech’s policy for the general education courses, but no credit transfers will be accepted for specific PTA courses. Any course in OCtech’s Phase II PTA Program taken previously at another College will have to be retaken at OCtech. Any questions about course equivalency should be directed to the Registrar, Amy Ott, at 803-535-1222 or otta@octech.edu.
Any student obtaining below 80% on an examination will be required to meet with the course instructor and/or Program Coordinator within two class days to create an Action Plan for success. This Action Plan may include activities such as tutoring, additional assignments on course content, supplemental instruction, the utilization of web-based software on the topic identified as the weakness, or participation in study groups. Students will be required to continue participating in the established Action Plan until a passing grade of 80% or above is achieved on a subsequent exam. In the event the Program Coordinator feels further intervention is required, a referral will be made to the College’s Retention Alert Program.
Policy Number and Title: 2.32 Mock Board Exam Requirement

Page: 1 of 2

Authorization:  Dean of Nursing and Health Sciences  PTA Program Coordinator

Initial Approval Date: 4-30-14  Last Review Date: 4-8-19
Last Revision: 5-9-18

Students must either pass a proctored mock National Physical Therapist Assistant Examination by the last day of PTH 275 – Advanced Professional Preparation, or agree to further activity for board prep, by signing an agreement to complete additional assignments throughout the final clinical affiliation. Students will be given three scheduled attempts to pass a proctored mock exam during PTH 275. If a student passes at least one of the three attempts, he or she will be exempt from taking the final exam for the course and a converted grade equivalent to an “A” will be recorded for the final exam grade. If a student does not pass at least one of the three scheduled attempts, he or she will be given one additional attempt that will count as a grade for the final exam for this course. The score received on the fourth and final mock board exam attempt, regardless if any of the prior three attempts were scored higher, will be used to determine a grade for the final exam. To assist students with preparing to pass at least one of the three scheduled attempts, faculty will offer optional online quizzes and board exam review sessions to review the quizzes twice per week. While these sessions are optional, they are highly encouraged and have proved beneficial for past students. Scores on the quizzes are reported to students on D2L for feedback but they do not count towards the final grade for the course. A passing score on the mock board exams for this program is 70% (no rounding). To determine a grade for the final course exam, scores from the mock practice exam will be converted as followed:
<table>
<thead>
<tr>
<th>Score on Mock Exam</th>
<th>Grade Issued for Final Written Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100</td>
<td>100</td>
</tr>
<tr>
<td>75.00 – 79.99</td>
<td>95</td>
</tr>
<tr>
<td>70.00 – 74.99</td>
<td>90</td>
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<td>65.00 – 69.99</td>
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<td>45.00 – 49.99</td>
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<td>40.00 – 44.99</td>
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<td>55</td>
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<td>30.00 – 34.99</td>
<td>50</td>
</tr>
<tr>
<td>0 – 29.99</td>
<td>0</td>
</tr>
</tbody>
</table>

In the event a student does not score a 70% or higher on at least one of the four attempts to pass a proctored mock National Physical Therapist Assistant Examination by the last day of PTH 275, he or she will be allowed to progress to PTH 276 – Physical Therapy Practicum II, but will agree to participate in further activity for board prep. The student will be expected to sign an agreement to complete additional assignments throughout the seven weeks of PTH 276 – Physical Therapy Practicum II. This agreement will serve as the student’s acknowledgement of the need for additional review and a commitment between the student and faculty of the PTA program to work together for student success on the upcoming National Physical Therapist Assistant Examination. The additional weekly assignments will be established by program faculty. Due dates will be developed and agreed upon by both program faculty and the student. The student will also be required to take up to two additional practice mock exams during PTH 276 to assess the ability to pass with a 70% or higher. If the student passes the first attempt, a second one is not required. If the student does not score 70% or higher on the final attempt, which is ultimately the sixth attempt, he or she will be required to sign the “At Risk” Communication Form. This form will indicate student knowledge of the lifetime limit of six attempts to take the National Board Examination and his or her high risk for being ineligible to become a licensed PTA without a dedicated plan for board preparation.
Students will be required to purchase a faculty approved collared shirt during Phase II of the program to wear on field trips, professional conferences, or community service projects. This collared shirt will be worn with long dress pants, nice jeans (without holes or tears), and clean neutral color shoes that match the attire unless the outing requires a different form of dress. For example, an organization may require students to wear a t-shirt with their logo on it or “staff” if helping with an event. Tennis shoes will be allowed on field trips if they are clean and must be a neutral color. Failure to comply with this dress code policy will result in the student being unable to participate in the trip/project, being counted absent for the day, and a verbal discussion with the Program Coordinator about professional behavior. If a student violates this policy a second time, he or she will be issued a written warning. A third offense will be disciplinary probation with referral to the Dean of Nursing and Health Sciences. In addition, students will be required to wear their OCtech name badge.
Faculty will have scheduled office hours posted outside their office for available times to meet with students. They will also make themselves available before and after scheduled class and laboratory times. Should a student be unable to meet with faculty during these times, faculty will schedule a time convenient for both the student and faculty member upon request of the student.
Students are responsible for coming to class prepared to participate in a civil and respectful manner in their learning process. Incivility is defined as "speech or action that is discourteous, rude, or impolite" (Merriam-Webster Online Dictionary, 2008) and will not be tolerated in the PTA Program. Each student is also expected to engage in behaviors that promote an effective and safe learning environment for their peers. Examples of civil behaviors that promote an effective learning environment include:

- Coming to class prepared with needed material
- Not holding distracting side conversations while faculty or peers are speaking
- Being respectful during conversations with faculty and peers i.e. no sarcastic comments or nonverbal behavior, disapproving groans, loud sighs, etc.
- Refraining from using strong, vulgar, and profane language
- Being alert and attentive during class – no sleeping
- Being honest during tests and on all assignments
- Answering direct questions
- Giving everyone an opportunity to participate in classroom discussion; NOT dominating discussions
- No texting during class and refraining from using computers for social media or purposes other than for class work
- Keeping cellphones out of sight, on vibrate, and only using them outside of class time or if faculty incorporates the use of them with class instruction

Possible consequences for incivility:

- Dismissal from class and counted absent for the class
- Warning/Action Plan
- Disciplinary Probation
- Referral to the Dean of Nursing and Health Sciences
- Dismissal from the course, PTA Program, and/or College
Policy Number and Title: 2.36 Cell Phone Policy

Cell phones are not to be visible during class unless faculty approves the use for instructional purposes. They are to be silenced and secured either in a pocketbook or book bag. Students placing cell phones on or under desks and made visible will be asked to put the phone away on the first offense. Subsequent abuse of this policy will result in the cell phone being confiscated by faculty and taken to the Dean of Nursing and Health Sciences for retrieval. Texting and use of social media are not allowed during class or lab time. During clinical rotations, cell phones are only to be used during lunch breaks if allowed by the Clinical Instructor at the facility the student is assigned. Violation of this policy will result in a verbal warning on the first offense, written warning on the second offense, and disciplinary probation with referral to the Dean of Nursing and Health Sciences on a third offense. Disciplinary action will then be at the discretion of the College. Points will be deducted on the student’s Professional Development Plan grade when this policy is violated on campus or during off-site field trips.
Policy Number and Title: 2.37 Surveys

Students will be asked to complete surveys at the end of each semester, at the end of the curriculum, and upon graduation. These surveys are vital to the success of the program. Faculty will assess the results of these surveys to determine improvements needed for the program. Faculty of the program value student feedback and use the assessment of surveys to determine improvements needed for the program.
As stated in the Philosophy of the Physical Therapist Assistant Program, the faculty is dedicated to instilling high standards of ethics, professionalism, and clinical expertise in our students. Therefore, students are expected to participate in various offerings that foster the development of these ethical and professional attitudes.

Students are expected to participate in a PTA Pinning and Graduation Ceremony upon successful completion of the Program. These ceremonies are held to honor the dedication and hard work put forth by the student. The PTA Pinning Ceremony is held prior to graduation, on the same date, and includes a personable reflection of the student’s journey through the Program. This event is held with only PTA faculty and students, faculty of the College, clinical faculty and family and friends of the students graduating from the PTA program. Faculty issue individual awards associated with our program, give students PTA pins, recognize Clinical Instructors and Center Coordinators of Clinical Education, and display a personalized iMovie for all to enjoy. Students then head over for the College graduation where they join other students graduating from various programs offered by the College.
All fundraising activities have to be cleared through the Student Advisory Board (SAB) in order to avoid any overlap of competition between organizations. Procedures for fundraising are available from the Vice President for Student Affairs. Rarely would students in the program need to host a fund-raising event, but in the instance they do, policies of the College will need to be followed. Funds may be requested for organizational activities related to the college by request through the SAB and the Vice-President for Student Affairs.
Policy Number and Title: 2.40 Class Funds

Although faculty members are not directly involved with fund-raisers, it is expected that class leaders will follow explicit college guidelines for raising money. All money raised using the college and/or program name is to be utilized for the benefit of the class, college, and/or Physical Therapist Assistant Program. A class representative and faculty designee will establish accountability by recording documentation of each transaction. At graduation, funds will be relinquished as determined by the class to benefit as mentioned above.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 2.41 Student Class Representatives

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Authorization: Dean of Nursing and Health Sciences
PTA Program Coordinator

Initial Approval Date: 4-30-14
Last Review Date: 4-8-19
Last Revision: 4-10-17

If warranted, a class representative may be selected by faculty to serve as a leader for the class during each semester. He or she will be allowed to request faculty meetings as needed to serve as a formal channel of communication between faculty and the students in the program. In addition, the class representative may attend designated curriculum meetings to:

- Serve as a resource for faculty curriculum tasks
- Review and evaluate specific curriculum requests from the faculty
- Meet with faculty when needed
- Complete evaluation tasks as assigned
Policy Number and Title: 2.42 Academic Honors

Students achieving at least a 3.5 cumulative grade point average will be placed on the Dean's List, which is released each semester. Students with the necessary qualifications are eligible for membership in Phi Theta Kappa, the international honor society for two-year colleges. Phi Theta Kappa serves to recognize and encourage the academic achievement of two-year college students and to provide opportunities for individual growth and development through honors, leadership and service programming. Membership criteria include achieving a grade point ratio of 3.5 or higher with a minimum of 12 credit hours, establishing academic excellence as judged by faculty, and possessing recognized qualities of citizenship. Eligible students are considered for this honor after each semester. Several awards will be presented to students in the Physical Therapist Assistant Program during the PTA Pinning Ceremony held prior to the formal graduation. These awards will be determined by PTA faculty.
Faculty of the program feel it is important for students to receive feedback on exam, practical, and clinical performance. Due to the time constraints of the program, it is not feasible to review all questions on an exam with every student. Therefore, the program will allow students the option to request a 15-minute review of an exam within three days of the date it was taken. If a request is made, a student must schedule a time to meet with the instructor and cannot have any cellphones, recorders, books, pencils, etc. present. The instructor will be present during the review but will not answer any questions during this time as it is meant solely for the student to see what he or she missed. If a student feels tutoring on a specific topic is needed, he or she can schedule a time with the instructor for a later date so that further explanation can occur. Please note that the last exam in each course usually takes place the week before finals and a review of this exam may not be possible due to the policy stating exam reviews have to be within three-days of the completed exam. This is to ensure students do not request to review an exam just prior to a final as this could suggest memorization of content and not actual learning.

Feedback on practical exams will be issued to students via comments on the grading rubric that will be available for students to review via google docs or email. The instructor will also give feedback regarding performance on lab practicals to the whole class during a subsequent lab session and will be available to meet with individual students one on one should that be requested by a student.

Clinical Instructors will provide frequent feedback through verbal communication to the student and complete the Weekly Performance Sheet for written feedback to both the student and ACCE. They will complete a summative report that will be presented and discussed with students using the APTA’s web-based CPI at midterm and during the final week of both clinical education experiences. The ACCE and/or Program Coordinator will make on site visits and provide feedback on clinical performance as well.

Students will be observed treating a patient in the clinic by the ACCE and/or Program Coordinator and a review of the Clinical Performance Rubric, detailing all course objectives, will be reviewed. Any course objective that the CI, student, ACCE and/or Program Coordinator feel needs further attention will be highlighted as a key area for the student and CI to focus on during the remaining weeks. The ACCE will grade the Clinical Performance Rubric by the end of the final week of the clinical affiliation based on conversations with the CI and student, documentation on the Weekly Performance Plans from weeks 1-6, review of the CI and student comments on the midterm and final CPI, information on the Midterm Clinical Data Sheet, any disciplinary records (Anecdotal, Critical Incident, Warning or Probation Records), and assessment of the observed treatment performed by the student during the midterm and subsequent site visit(s) if needed. Students will be able to access grades for assignments during clinical affiliations on D2L and view the scoring and comments for the CPI by logging in to their CPI account.
Section 3: Informed Consent

3.1 – Informed Consent Policy
3.2 – Patient Simulation Policy
3.3 – Videotaping, Audiotaping, Photographing, or Imaging Policy
3.4 – Substance Abuse Policy
3.5 – Patient’s Right to Know Policy
3.6 – Other Clinical Education Requirements
The PTA program has established policies and procedures for informed consent. The policies will be distributed to students during the PTA orientation session held prior to the first day of class. Written verification will be expected from all students acknowledging understanding and willingness to abide by the policies. These policies include information on patient simulation, video/audio/photographing/imaging, substance abuse, patient’s right to know, and other clinical education requirements. Informed consent policies are stated in the PTA Student Handbook available to students the first day of class via D2L and on the PTA website as well as the PTA Clinical Education Handbook issued prior to the first clinical education experience.
Policy Number and Title: 3.2 Patient Simulation Policy

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Authorization: ___________________________________________  ____________________________
Dean of Nursing and Health Sciences                  PTA Program Coordinator

Initial Approval Date: 4-30-14                          Last Review Date: 4-8-19

Last Revision: N/A

Students will be informed of their responsibility to serve as patient simulators during lab activities throughout the program during orientation. This obligation is solely for learning purposes. Students will be required to give consent to be a patient simulator during lab activities by signing a consent form of their understanding and willingness to do so. Failure of a student to sign this consent form will result in having the admission offer withdrawn. Failure of students to abide by this policy once the consent form has been signed will be also be grounds for program dismissal for lack of abiding by policy.
Policy Statement: 3.3 Videotaping, Audiotaping, Photographing, or Imaging Policy

Authorization:
Dean of Nursing and Health Sciences
PTA Program Coordinator

Initial Approval Date: 4-30-14
Last Review Date: 4-8-19
Last Revision: 4-29-18

Student will be informed of policies related to videotaping, audiotaping, photographing, or imaging during orientation. The program will allow the use of videotaping, audiotaping, photographing, or imaging for educational purposes only. Students will need to inform the instructor or classmate when videos, audios, photos, or images are being taken. Students will not be allowed to post any videos, audios, photos, or images of instructors or classmates during classroom or lab instruction or clinical instructors, staff, or patients during clinical affiliations on any social media site. Further, students may not engage in the exchange of videos, audios, photos, or images of the above individuals during classroom, lab, or clinical training via messaging, texting, snapchatting, selfies, airdropping, or any other method of transfer unless the content is educational. Any exchange of such educational information should only be transferred between instructors or other classmates in this year's cohort. Posting pictures of self with classmates outside of instructional time, such as a group posing for a class picture, or a celebration of success, is acceptable. Students abusing this policy will be disciplined via verbal warning on a first offense, written warning on a second offense, and probation with referral to the Dean of Nursing and Health Sciences. Discipline will occur per administration on the third offense. It should be noted that failure to adhere to this policy will also result in points being deducted on the Professional Development Plan used by the program. Any further violation of this policy will result in referral to the Dean of Nursing and Health Sciences with discipline per college administration which could result in dismissal from the program. Students will sign consent of acknowledgement and willingness to abide by this policy at orientation with the admission offer being retracted should a student decline to sign.

The College’s policy on use of photographs differs from the program’s policy. It is the College’s practice to take photographs of students, faculty and staff around campus and/or at College-related activities for use in various College publications, including use on the OCtech website. If the individual in a photograph is to be identified by name, or if the photograph is posed rather than spontaneous, permission from the individual will be obtained prior to use of the photograph. If any individual does not wish to have his/her photograph used in any identifiable manner, every reasonable effort will be made to accommodate that request provided the individual submits written notice to:
For use in making such a request, the individual should use a form entitled, Notice of Preference as to College Use of Photographs, which may be obtained at the Information Desk in the Patrick Student Services building.
Policy Number and Title: 3.4 Substance Abuse Policy

Page: 1 of 3

Authorization: ___________________________ ___________________________
Dean of Nursing and Health Sciences PTA Program Coordinator

Initial Approval Date: 4-30-14 Last Review Date: 4-8-19
Last Revision: N/A

Students will be informed of policies related to substance abuse while in the classroom, laboratory, field trips or conferences associated with the program, or on clinical education experiences during orientation and sign consent that this information was explained. The Physical Therapist Assistant Program at Orangeburg Calhoun Technical College (OCtech) requires healthcare professionals to ensure the health and safety of the clients and organizations with whom we work. Students must always demonstrate mental acuity and clarity of decision-making, as well as have the physical abilities required under all circumstances to ensure safety of those served. Student mental or physical impairments stemming from the influence of alcohol or drugs (or any other cause) may pose an unacceptable safety risk which may endanger clients, fellow students, faculty members, the clinical agency, or the College. The Physical Therapist Assistant Program also has an interest in protecting the public health and safety through detection and prevention of substance abuse.

Should a faculty member or clinical instructor have "reasonable suspicion" that a student may be under the influence of a substance while in the classroom, lab, or on a clinical education experience, he or she will be subject to a drug and/or alcohol screening at the student's expense. All aspects of this procedure will be conducted to safeguard the personal privacy rights of the student to the maximum degree possible. The student will provide the PTA Program Coordinator with the results of any requested screening test.

DEFINITIONS:

“Positive” when referring to a drug or alcohol screening test administered under this policy means a toxicological test result which is considered to demonstrate the presence of a drug or of alcohol, or the metabolites thereof, using the standards customarily established by the testing laboratory administering the screening test.

“Reasonable suspicion” means a suspicion of drug or alcohol use based on specific and articulable observations made by a faculty member, clinical instructor, or staff member of the appearance,
speech, or behavior of an individual student, or the reasonable inferences that are drawn from those observations.

“Student” means an individual enrolled in the Physical Therapist Assistant Program at OCtech.

“Substance Abuse” means the use of any drug, alcohol, or other substance which results in the mental or physical impairment of a student.

DRUG AND ALCOHOL SCREENING TESTS:

All students participating in the OCtech Physical Therapist Assistant Program will be required to complete a 10-panel drug screening test prior to beginning the program and as requested by clinical facilities prior to clinical education experiences. The student is responsible for the fee involved with these drug screens.

When a faculty member, clinical instructor or a staff member in the clinical facility or on the College Campus perceives that the student is mentally or physically impaired, the faculty or staff member must take immediate action to relieve the student of his or her duties and remove the student from the clinical or classroom area. The immediate goal is to provide for the safety of patients, the public, other students, and the student who is suspected of being impaired.

In a teaching situation, when a PTA faculty member/clinical instructor or staff member perceives the odor of alcohol, marijuana, or any other suspicious substance, or observes behaviors such as, but not limited to, slurred speech, unsteady gait, dilated pupils, or confusion, and these behaviors cause the faculty or staff member to suspect the student could be impaired by alcohol or drugs, the following steps are taken: The student will be promptly removed from the immediate educational setting (whether or not said setting concerns patient care), and either the faculty or staff member, or a designee, will remain with the student until such time as outside transportation is available.

The faculty or staff member will immediately inform the student as to why actions are being taken and will immediately notify the Program Coordinator and/or Dean of Nursing and Health Sciences. The student will be asked if he or she will consent to undergo a drug and alcohol screening test, which will be conducted at the expense of the student. If the student agrees to undergo drug and alcohol screening, the faculty or staff member will ask the student to sign the “Consent for Screening” form and the “Consent for Transportation” form. Once these forms are completed by the student, the faculty or staff member will arrange for the student’s transportation to a designated medical service facility for drug and or alcohol testing. Testing will be completed in the most confidential manner permitted by the practices of the medical service facility. The faculty or staff member will also arrange for the student to be transported home after said testing is complete.

The faculty or staff member who suspected that the student could be impaired by alcohol or drugs shall set forth in writing the factors which the faculty or staff member relied upon in order to determine that cause existed for testing the student; this document shall be submitted to the PTA Program Coordinator within two (2) working days of the incident.

If the results of the screening tests are negative for drugs, alcohol, or other illegal substances, or for nonprescribed legal substances, the student shall meet with the PTA Program Coordinator or designee within twenty-four (24) hours of the test results to discuss the circumstances surrounding the impaired behavior. Notwithstanding the negative screening test results, if the student’s behavior otherwise violated any of the Policies, Procedures, or Protocols of the College or the Physical
Therapist Assistant Policy & Procedure Handbook, disciplinary action may still be taken against the student.

If the results of the screening tests are positive for alcohol or other illegal substances or for nonprescribed legal substances the student will be dismissed from the Physical Therapist Assistant Program and may not re-apply for admission to the PTA Program at OCtech. If a student refuses to submit to a “for cause” drug and alcohol screening test, the student will be required to leave the clinical/classroom area and make an appointment with the PTA Program Coordinator. A seemingly impaired student should not be allowed to leave the clinical site or College campus by themselves. If the student does not consent to such a screening test, he or she will still be asked to sign the “Consent for Transportation” form. If the form is signed, the faculty or staff member will arrange for the student’s transportation to the student’s place of residence. If the student refuses to sign the “Consent for Transportation” form, the faculty or staff member shall notify the local police.

Within two working days of the incident, the student shall meet with the PTA Program Coordinator and the faculty or staff member who reported the incident, as well as with any other individuals the PTA Program Coordinator deems appropriate to participate in such a meeting, in order to discuss the incident and determine the actions to be taken, which may include (but are not limited to) discipline, including dismissal from the program.
Students will be informed of the necessity to identify themselves as a "Student Physical Therapist Assistant" to all patients and healthcare professionals they are involved with while on clinical affiliations. They will acknowledge understanding that a name badge is to be worn at all times that identifies the student as such by signing a consent form. Furthermore, the student will recognize that a patient has the right to refuse care by a student and in that situation, the Clinical Instructor or supervising physical therapist would resume care.
Students will be informed of all other clinical education experience requirements that may include clarification of or additional drug testing, background testing, work requirements, and immunizations. Students will sign a consent form acknowledging receipt of the information and willingness to abide by requirements of clinical education facilities.
Section 4: Administrative Policies

4.1 – Academic Dishonesty
4.2 - On-Campus Safety
4.3 - Laboratory Safety Policy
4.4 – Open Lab Safety Policy
4.5 – Release of Student Information
4.6 – Records of Disciplinary Action
4.7 – Critical Incident Review Committee
4.8 – Access to and Expenses Associated with Emergencies
4.9 – Privacy and Confidentiality
4.10 – Attendance Policy
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4.12 – Access to Grades
4.13 – On-Campus Dress Code
4.14 - Food and Drink Policy
4.15 - Field Trips
4.16 – Firearm Policy
4.17 – Administrative Assistant and Faculty Area Management
4.18 – Testing Procedures
4.19 – Use of Calculators During Testing
4.20 – Make-Up Testing Policy
4.21 – Review of an Exam
4.22 – Telephone Usage
4.23 – Electronic Devices
4.24 – Children on Campus
4.25 – Writing Standards and Submission of Written Work Policy
4.26 - Textbooks
4.27 – Change in Student Health Status Policy
4.28 – Changes in Name or Contact Information Policy
4.29 – Student Faculty Conferences
4.30 – Student Review of Academic Records Policy
4.31 – Leave of Absence Policy
4.32 – Exit Policy
4.33 – Criminal Background Check
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4.35 – Possession of Tobacco, Narcotics, or Alcohol
4.36 – Changes to Administrative Policy
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4.38 – Hazardous Weather Policy
4.39 – Information for Students to Contact Campus Security
4.40 – Due Process
4.41 – Outside Concerns/Complaints
4.42 – Challenging an Exam Question
4.43 – Recording of Classroom Lectures
4.44 – Student Support Services
4.45 – Graduation and Licensure Requirements
4.46 – Opportunities for Program Graduates
4.47 – Student Complaints
The PTA program at OCtech supports high standards of integrity and professional behavior. We will under no circumstances tolerate any form of academic dishonesty. This includes plagiarism, cheating, providing information that could lead to another student performing at a higher standard than he or she may have without the information (such as discussing content on lab practical scenarios or exams), providing false information (lying) to lecturer, lab, or clinical instructors, or falsifying academic forms. Students found giving AND receiving information related to exams, assignments, quizzes, lab practical scenarios, or any other work deemed to be dishonest by faculty, will be disciplined at the program level and possibly, at the college level, based on the severity and intent of the dishonest behavior. Disciplinary action will include one of the following based on the nature of the incident: completing educational work or attending a meeting on ethics, repeating and resubmitting the work, “0” on work, written warning, probation with immediate referral to the Dean of Nursing and Health Sciences for discipline per college administration. It is possible for a student to be dismissed from the program pending administrative decision.

Students are reminded when preparing written assignments to always identify direct quotations from another’s work using quotations and a reference. If summarizing or rephrasing, students should include the reference, without quotation marks. All sources used in preparation of the assignment should be listed in the bibliography. Unless group work is assigned, all written course work is to be done independently. Students are expected to place all notes, books, cellphones, and other personal belongings at the front or side of the classroom during testing. The student is reminded that plagiarism is a form of cheating.

Definition of plagiarism: "The act of appropriating the literary composition of another or parts or passages of his writing, or the ideas of language of the same, and passing them off as the product of one's own mind." Black's Law Dictionary, 4th Edition.
Policy Number and Title: 4.2 On-Campus Safety

Page: 1 of 3

Authorization:
Dean of Nursing and Health Sciences
PTA Program Coordinator

Initial Approval Date: 4-30-14
Last Review Date: 4-8-19
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The College strives to provide a safe and secure environment for faculty and students while on campus. Students admitted into the PTA program will undergo training on classroom and lab safety by faculty of the PTA program and officers from the College’s security department will address campus wide safety. This will take place during the daylong orientation session.

**Campus Police**

The College provides full-service police protection to the campus community through its Campus Police Department. The department is a fully independent law enforcement agency reporting to the Human Resources Director. Campus Police Officers are commissioned as State Constables with statewide jurisdiction and have complete police authority to arrest anyone involved in illegal acts on campus and areas off campus. If any violation of College rules and regulations are committed by a college member, the incident may also be referred to Student Services for disciplinary action. The office of Student Services ensures that safety/security policies are uniformly executed and conveyed in a clear and consistent manner to the student body. Reports involving major offenses are shared with the State Law Enforcement Division (SLED) and Orangeburg County Sheriff Department (OCSD) and joint investigations may occur. The prosecution of criminal offenses, felony or misdemeanor, are conducted at Magistrate, General Sessions or Federal Court.

By mutual agreement with state and federal agencies, OCtech Campus Police Department maintains a read only computer terminal. Through this system, law enforcement personnel can access the National Crime Information Center computer system as well as South Carolina Crime Information databases. These databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information along with other local, state and federal law enforcement information. OCtech Campus Police department has direct radio communication with local law enforcement agencies over the Palmetto 800 communications network.
Emergency Notification System – College Relays Information to Students

The College has an intercom system heard campus wide that is tested each Monday morning at 8:05 am to confirm working order for notifying faculty and students in emergency situations. A text alert system and stay in place procedure is also used by the College for emergency situations to further ensure campus safety. Drills are conducted on campus throughout the academic year to simulate potential real-life situations to prepare faculty, staff, and students to respond appropriately. The College automatically enrolls each student’s D2L email address in the college’s emergency alert system (Regroup). Students are encouraged to add cell phone numbers and personal email addresses to the system. Adding a cell phone number will allow the receipt of emergency text and voice messages, in addition to an email. The PTA program mandates that all students with cell phones sign up for Regroup. Program faculty is available during orientation to ensure students get signed up. Students can refer to Campus Security on the College’s website at https://www.octech.edu/student-resources/campus-security/ for instructions on how to add personal emails or additional phone numbers to the system. The instructions can also be found in Appendix 4 at the end of this document. In the case of emergency situations, whether it be weather, or crime related, faculty of the program will also send text messages to inform students of updates. During orientation, each student will be responsible for completing an Information Sheet that the Program Coordinator will keep locked in her office for reference as needed. This Information Sheet will include emergency contact information. It is the student’s responsibility to ensure this Information Sheet is updated when indicated.

Information for Students to Contact Campus Security

OCtech has full time security officers on site during all hours the College is open. Security has an office on the 1st floor of Building B, right beside the Bookstore and TRiO Office. They can be contacted at 803-535-1336 or by calling the emergency cell phone number at 803-682-3335. Students will find several emergency call boxes dispersed throughout campus that can be used to summons Campus Security to a specific location. Locations for these emergency call boxes can be found on the Campus Map found on the College’s website at https://www.octech.edu/student-resources/campus-security/ or in Appendix 5 at the end of this handbook. Campus security will be seen driving around campus in a vehicle identified as “Security” throughout operating hours of the College to further enhance security measures. Additional information can be obtained on the College’s website under Campus Security. This information is explained to students at orientation by Campus Security and reiterated by faculty of the PTA program.

Eyewitness-Public Safety and Security Anonymous Hotline
The College has an anonymous hotline number for eyewitnesses to report incidents that could threaten the safety of those on campus. The phone number is 803-268-2626. This hotline provides students, faculty and staff an anonymous number to report any information they have witnessed, observed or know of that may impend the safety and security of anyone on campus. If you call, you are not required to leave any contact information unless you wish. The hotline is checked daily, Monday-Friday.

Campus Safety Report

The College makes available to the public a Campus Safety Report that details incidents of campus related crime. This report is updated each October and emailed to all faculty, staff, and enrolled students. Further, reports from the past 3 years are maintained on the College’s website for public reference at https://www.octech.edu/student-resources/campus-security/.
**Crime Log**

A current summary of criminal incidents is maintained at the Campus Police Office located in Building B, room 107. This log can be viewed during normal business hours on Monday-Thursday between 8:00 am and 5:00 pm or on Friday 8:00 am to 1:30 pm. The Clery Act does not require disclosure of all crimes.

**Campus Surveillance System**

OCtech is committed to enhancing the quality of life for students, faculty, staff, and visitors by integrating the best practices of safety and security with technology. A critical component of a comprehensive security plan is the utilization of a surveillance camera system. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the College. It is an extension of the college’s law enforcement function and is managed by the OCtech Campus Police Department. The existence of this procedure does not imply or guarantee that cameras will be monitored in real time 24 hours a day, seven days a week, however the College reserves the right to do so.

**Evacuation Procedure**

An evacuation map will be posted on the bulletin board in the PTA classroom and lab for student reference on where to evacuate in case of emergency. Refer to Appendix 6 in the Student Handbook for a copy of the evacuation procedure used at the College.

**Traffic and Parking Regulations**

Each student registered for classes at OCtech should purchase a car decal and display it visibly in his or her car’s front window. Decals can be purchased at the Cashier’s desk located in Building B. Detailed parking procedures for the College about where students should park, as well as towing zones, can be found on the OCtech website on the Campus Security page or at [https://www.octech.edu/student-resources/campus-security/](https://www.octech.edu/student-resources/campus-security/).

**Access to and Expenses Associated with Emergencies**

In the event of a serious injury or illness requiring immediate, emergency medical attention while on campus, activate the Emergency system by dialing 9 to get out, then 911 from any College phone. After contacting 911, report the incident to Campus Security at 803-535-1336 and the PTA Program Coordinator. Please remember to dial 9 in order to obtain an outside line. If EMS personnel determine the need for an emergency room visit, the person with the injury or illness will be transported across the street to the Regional Medical Center. Expenses for medical care will be the responsibility of the injured or ill person involved unless the College deems the injury or illness covered under our insurance plan.
Safety during use of laboratory equipment and when practicing clinical skills is a joint effort between the PTA program faculty, PTA students and the Administration of OCtech. All equipment used in the laboratory has its own operational manual available in the lab and is calibrated yearly through contractual agreement with ISS Solutions, Inc. Adherence to safety practices as outlined by the equipment operating manual, as well as patient care skills taught in coursework, should be followed by all students. All lab safety guidelines will be discussed at orientation and reiterated during each course that includes a lab component. Students will sign a check off sheet at orientation to confirm understanding and consent to abide by this policy.

**Safety with Use of Lab Equipment**

Students are allowed to use any supplies or equipment available in the lab as long as they have been educated on its use. Students should take good care of all equipment by using it as described in the owner’s manual and taught by instructors. It is expected that students do everything in their power to ensure equipment does not get broken due to foul play. When students use equipment or supplies, they are to clean it and return it to the designated area. The program implements a safety policy that all students using electrical equipment must do so in the direct line of supervision of a faculty member of the PTA program. The laboratory has an eye wash station and a fire extinguisher available should an emergency arise. A Materials Safety Data Sheet (MSDS), sharps container, evacuation procedure, and a listing of emergency numbers are available in the lab for further safety use.

**Safety in Dealing with Body Substances and Hazardous Materials**

PTA students should be aware of the potential for transmission of infectious disease in the health care environment. It is important for the student to be knowledgeable about and diligent in practices that will prevent accidental exposure. Students should always treat each patient as if they were a potential source of infection. This practice, known as standard precautions, includes guidelines for preventing contact with a
patient’s blood or body fluids. Rigorous adherence to these precautions will help ensure protection against HIV (human immunodeficiency virus), the cause of AIDS; HBV (Hepatitis B Virus), the primary cause of viral hepatitis, and all other blood borne infectious agents. All PTA students are required to practice standard precautions in the clinical and laboratory setting.

**When a piece of equipment fails or malfunctions:**

Students should visually inspect all lab equipment being used for damage and make sure there is a current preventive maintenance sticker, if required, on the unit. At present, the program contracts with ISS Solutions, Inc. to provide this service. The Program Coordinator maintains a log of required preventative maintenance for program equipment that is reviewed annually. Students are to notify a faculty member as soon as possible if equipment is damaged or the preventative maintenance sticker is missing or out of date, and refrain from using that piece of equipment. Further, the student should remove the equipment from the area and label it as “Out of Service.” A faculty member will contact the appropriate vendor for repairs. In the event a student is injured from a malfunctioned piece of equipment, a faculty member should be notified immediately to tend to the injured student and seek further assistance if needed. The Program Coordinator should be notified as soon as possible to assist with safety of the student and ensure an incident report is filed.

**Use of lab facilities**

Only faculty of the PTA program and students enrolled in the program may utilize laboratory equipment. The lab will be locked at all times except when being used for teaching purposes during scheduled lab times. Faculty will plan open lab time each semester to allow students additional practice of lab skills beyond scheduled lab sessions associated with individual courses. Students may request further time in the lab beyond planned open lab times by speaking to a faculty member.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 4.4 Open Lab - Safety Policy

Page: 1 of 1

Authorization: ____________________________  ____________________________
Dean of Nursing and Health Sciences  PTA Program Coordinator

Initial Approval Date: 4-30-14

Last Review Date: 4-8-19

Last Revision: N/A

It is imperative that safety guidelines are followed during all open lab sessions to prevent injury to self or others. These guidelines are reviewed at orientation and further elaborated on in each course that involves a lab component. During open lab sessions, a faculty member must be on-site at the college but does not have to be present in the lab unless a student is practicing with a modality powered by electricity. Therefore, a student is not allowed to turn on any machine in the lab that requires electricity, unless a faculty member is present in direct line of sight. Review and practice of lab skills not requiring the use of electrical modalities may take place without a faculty member present in the lab, however one must be present on campus. While faculty members are typically present during open lab sessions to assist students with needs, it should be noted that per policy, it is not mandated unless electrical equipment is being used. Students may only practice skills and use equipment upon which they have been trained to use. Further, there must be at least two students present in all open lab sessions. In the event a student wants to stay for open lab, and finds that no other student plans to stay, he or she should request that a faculty member be present. Open lab sessions are scheduled regularly and posted on the bulletin board in the lab each semester. There will be no less than two days per week scheduled for open lab, with most semesters allowing for open lab four days per week, or as requested by students. If a student wishes to practice skills beyond the scheduled open lab session times, he or she can make a request to a faculty member and the program will make every effort to accommodate the request. When in open lab, students are expected to conduct themselves in a professional manner as they would in a clinical setting. Students are responsible for turning off all equipment and lights, cleaning equipment and mat tables, returning all items to their designated spots, replacing linen that has been used, and notifying a faculty member upon leaving the lab. A faculty member will then do a final lab check to ensure policy was followed and lock the door to the lab at the end of each day. In the event a student is injured at any time during an open lab session, he or she is to immediately notify a faculty member. In the event of any threat to well-being, such as a fight or person of suspicion in the area, students are to notify campus police at 803-682-3335.
Policy Number and Title: 4.5 Release of Student Information

Page: 1 of 1

Authorization: ____________________________________________

Dean of Nursing and Health Sciences

PTA Program Coordinator

Initial Approval Date: 4-30-14

Last Review Date: 4-8-19

Last Revision: N/A

Faculty of the PTA Program will follow the College Policy for the release of student information. OCtech will disclose information from a student’s academic record only with the written consent of the student. Exceptions to disclosure without student consent are found in the College Catalog, page 38. Directory information such as name, address, email address, telephone number, major, participation in recognized activities, attendance dates, degrees/awards received, and most recent school attended is not released to any commercial concerns. However, the College may disclose any of those items without prior written consent to those organizations the College deems responsible for promoting achievements of the student and organizations charged with verifying information provided by the student for employment reasons unless notified in writing by the student to the contrary by the end of the second week of class each term (or first meeting of Continuing Education courses). Requests should be directed to the College Registrar, Amy Ott at 803-535-1222 or via email at otta@octech.edu. Students will sign a FERPA form at orientation indicating understanding of this policy as well as to give written consent for their preference on the release of student information.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 4.6 Records of Disciplinary Action

Page: 1 of 1

Authorization:________________________________________  PTA Program Coordinator
Dean of Nursing and Health Sciences

Initial Approval Date: 4-30-14
Last Review Date: 4-8-19
Last Revision: N/A

Records of disciplinary action for students in the PTA program that are handled at the program level will be kept in locked files in the Program Coordinator’s office. If the student takes necessary corrective action and progresses to graduation, the disciplinary records will be shredded at that time. If the student’s behavior warrants referral to College administration, such as in the event the student is at risk for being dismissed from the program, records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student’s academic records.
The Program has a Critical Incident Review Committee composed of the Dean of Nursing and Health Sciences, PTA Program Coordinator, and ACCE. Input from all parties involved with the incident will be heard and taken into consideration; however, the final decision regarding an action plan will be left up to the committee members.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 4.8 Access to and Expenses Associated with Emergencies

Page: 1 of 1

Authorization: 
Dean of Nursing and Health Sciences
PTA Program Coordinator

Initial Approval Date: 4-30-14
Last Review Date: 4-8-19
Last Revision: N/A

In the event of a serious injury or illness requiring immediate, emergency medical attention while on campus, activate the Emergency system by dialing 9 to get out, then 911 from any College phone. After contacting 911, report the incident to Campus Security at 803-535-1336 and the PTA Program Coordinator. Please remember to dial 9 in order to obtain an outside line. If EMS personnel determine the need for an emergency room visit, the person with the injury or illness will be transported across the street to the Regional Medical Center. Expenses for medical care will be the responsibility of the injured or ill person involved unless the College deems the injury or illness covered under our insurance plan.
Several policies exist to protect students, faculty, staff and their private information. The Physical Therapist Assistant Program has policies and procedures to ensure the privacy of student communications with faculty regarding academic and clinical education as well as other protected information.

**Faculty Offices**

Faculty members have private offices, available for individualized student conferences that are locked when unoccupied. Offices of the Program Coordinator and ACCE will house student files in locked file cabinets for confidentiality.

**Student Information**

The privacy and confidentiality of all official student records shall be preserved at OCtech in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Most all student information, such as applications, transcripts, etc. is kept in Student Services. Information related directly to the PTA program, such as health forms, immunizations, exams, lab practical rubrics, and consent forms, are kept in the offices of core faculty during the time a student is enrolled in the PTA program. Once a student graduates, these forms are shredded. Student grades are posted on D2L and are password protected. During orientation, students sign a FERPA form indicating who, if anyone, can receive information about the student.

**Clinical Education**

When on clinical education experiences, a policy exists that the facility must provide students with a private treatment area or office for all conferences.
HIPAA

The faculty of the PTA Program fully support the Health Insurance Portability and Accountability Act (HIPAA) which protects the privacy rights of patients. Under no circumstance will a student or faculty members be allowed to disperse information about a patient's health status with anyone not directly involved in that patient's care. Any information obtained in a medical record by a student or faculty member is to be used strictly for the purpose of patient care. All students and faculty associated with the PTA Program at OCtech will be HIPAA trained. Students will receive training during orientation and will sign a consent form verifying completion of training. Failure to abide by HIPAA regulations will result in removal from the PTA Program and possible fines and/or criminal charges. The ACCE will have on file in her office signed proof of participation in the training.

Other College Policies on Privacy and Confidentiality:

1. The privacy and confidentiality of all official student records shall be preserved at OCtech in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Each student has the right to inspect and challenge the accuracy of his/her records (College Catalog, page 36-37).

2. OCtech will disclose information from a student’s academic record only with the written consent of the student. Exceptions to disclosure without student consent are listed on page 38 of the College Catalog.

3. Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion (College Catalog, page 79).

4. The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories:
   a. academic
   b. medical, psychiatric and counseling
   c. placement
   d. financial aid
   e. disciplinary
   f. financial
   g. veterans’ affairs

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:
   a) To instructors and administrators for legitimate educational purposes
   b) To accrediting organizations to carry out their functions
   c) To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
   d) The Chief Student Services Officer may release directory information as authorized by the college through federal and state privacy legislation.
   e) If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file (College Catalog, page 80)

5. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the general public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law (College
The college will protect Complainants’ privacy to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused. The college will make every reasonable effort to abide by Complainants’ wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a respondent include: the seriousness of the alleged conduct; the Complainant’s age; whether there have been other complaints about the same individual; and the alleged violator’s rights to receive information about the allegations if the information is maintained by the school as an “education record” under the Family Educational Rights and Privacy Act (FERPA). All hearings are closed to all persons except those referenced in hearing section (VI, “Hearing Committee Meetings”; College Catalog, page 102).

Given the wealth of information that is transmitted via computers, OCtech has established policies on the use of computers for privacy and security purposes. These can be viewed in the College Catalog, pages 50-53.
Policy Number and Title: 4.10 Attendance Policy

Faculty members of the Physical Therapist Assistant Program are committed to instilling behaviors that are compatible with professional work ethics. We believe that skills such as self-discipline, anticipatory planning, punctuality, independent thinking, and dependability are characteristics of a professional. The attendance policy stems from this commitment.

The college class attendance policy states that students are expected to attend all classes and laboratory sessions and can miss no more than double the number of times a class is scheduled per week. It also states that by the act of enrollment, the student is responsible for all course work and is obligated to punctually attend all classes and laboratory sessions. The attendance policy of the PTA program differs slightly from the college’s attendance policy. Once in the PTA program, students are expected to miss no more than the number of scheduled classes per week unless extenuating circumstances exist, and the student can complete make-up work prior to expected progression in the program.

Students who are absent from class or lab are responsible for all missed course work. Any student who abuses attendance or is remiss in academic performance may be withdrawn (College Catalog page 27). Any student who exercises his or her right to appeal a misconduct charge will not be retaliated against by any College or PTA faculty member.

Classroom Attendance Policy

Students are advised to attend all classes. Students can miss no more than two lecture sessions and no more than two lab sessions per class. Being tardy three times will constitute one absence. Students who are more than 10 minutes tardy will be considered absent. Students who leave more than 10 minutes prior to class dismissal will be considered absent.

All classes will begin promptly at the published time. Anyone not seated in class at the time the instructor begins will be considered absent unless they arrive within 10 minutes of the start time. The student will then be considered tardy. The student is responsible for all material presented in class during his/her absence.

The student will be given a grade of "WP" or "WF" if more than the allowed absences are taken. Extenuating circumstances may be considered by the Program Coordinator.
Unless otherwise notified, students will be allowed to leave class if the instructor fails to appear within 10 minutes of the scheduled class time. A class representative will take role and give to the Program Coordinator when available.

**Test Attendance Policy**

Students who are absent on the day of a scheduled test must notify the course instructor of the absence. Failure to follow this policy (except for extreme emergencies) will result in a "0" for the test and the student will not be allowed to retake it later. If the student notifies the instructor of the absence, the student may take a make-up test at a time designated by the faculty member teaching the course. All missed tests must be retaken within three days of returning to class. The course instructor will determine which day the student will retake the test based on the situation as to why the student was absent. All make-up tests will be issued in a different format from the original test given to students who attended class on the scheduled class date.

If a student is tardy on the day of a scheduled exam, quiz, or homework assignment, he or she will be allowed to enter class. The exam, quiz, or homework assignment will be issued, and the student will have whatever time that remains to complete the work. The student will not be given additional time at the end of the allotted period to finalize the work. The instructor will grade whatever work is completed and issue the grade earned.

If a student misses a quiz or graded homework assignment given during class, a grade of "0" will be assigned. Students will not be allowed to make up a quiz or graded homework assignment given during scheduled times for class. If an assignment is due on the day of a student absent, it is the student’s responsibility to submit the assignment on time. If this does not occur, the student will receive a grade of “0” and will not be allowed to make up the assignment. Assignments will be accepted on the due date via email, fax, scan, or drop off. The Program Coordinator holds the right to determine action for any missed exam, quiz, or homework assignment due to extenuating circumstances.
The grading scale used for the Physical Therapist Assistant Program is:

A – 90-100
B – 80 -89
C – 70-79
D – 60-69
F - below 59
SC – Satisfactory
Completion U - Unsatisfactory

*See College Catalog, page 32, for a list of other grades/course symbols authorized for use.

Numerical grades will be rounded up to the next numerical value if the average is .5 or above. For example, a student earning an 89.5 in a course would receive an “A” because the .5 would round the 89 up to a 90. On the other hand, a student earning an 89.4 in a course would receive a “B” because the .4 would keep the grade as an89. The specific number of examinations and other criteria required in each course can be found in course syllabi. Students who receive a final grade lower than 80% in any Phase II course, or a grade of “U” (Unsatisfactory) in 1 of the 2 clinical courses (PTH 266 or PTH 276), will be dismissed from the program. Students do have the right to complete courses they are passing during a semester but will not be able to progress into the following semester.

To support remediation efforts, the program will make one exception to the above grading policy. The only exception to the above policy would involve a student who scored below 80% in one course during the final semester of Phase II of the program. If only one course is below 80% at the end of the final semester, a student will be offered the opportunity to remediate that one course and if successful, complete the final clinical affiliation, PTH 276, during the following summer semester. If successful in PTH 276, the student would graduate at the end of the summer. If unsuccessful in PTH 276, the student would receive a grade of “U” and be ineligible to graduate. This opportunity is not available to students who are unsuccessful in courses taught during summer or fall semesters of Phase II of the program. This is because courses taught in these semesters are prerequisite courses for the following semester and due to time constraints between each semester, there is not enough time to reteach courses prior to program progression. This offer is also not available to students who...
are unsuccessful in two or more courses during the final semester of the program.
All students will have access to their grades online through a password protective mechanism on D2L or Self-Service, the College’s online educational learning system. The program has a policy that grades from quizzes, exams, lab practicals, projects, or homework assignments will be posted within one week from the time they are administered, although faculty typically posts them within a day.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 4.13 On-Campus Dress Code

All Physical Therapist Assistant students will wear appropriate clothing all days of the week when on campus. This includes while in the classroom, lab, or service-learning area. Students are expected to dress in casual attire, which means relaxed and comfortable clothing that has a certain degree of professional behavior attached. While lab attire or role play activities may require exceptions to the dress code for specified sessions, the student should understand the dress code will remain in effect at all times before and after the exception is applied. Therefore, students may need to prepare by bringing a change of clothes to meet the dress code policy. All clothing should be clean, neat, and appropriate for a casual outing. The following list includes examples of unacceptable dress, unless approved by faculty for special conditions, such as the shoulder or pelvic lab, or a role play activity that involves the need for an exception.

- Spaghetti straps
- Tank tops
- Tube tops
- Midriff (below breast to below umbilicus cannot be exposed)
- Any shirt that exposes cleavage
- Shirts with offensive language
- Skirts (due to the nature of lab sessions, skirts are inappropriate)
- Pants that expose underwear, lower back, or buttocks
- Short Shorts
  - The end of shorts must touch the end of the third finger when the student stands and extends arms down by side
- No head gear will be allowed in buildings (i.e., bandanas)
- No hats of any kinds (i.e., baseball caps, stocking hats, etc)
- Hair should be neatly groomed, away from the face, and of appropriate color (natural hair color)
  - The Program Director will make the determining decision regarding appropriateness of "neatly groomed" and "hair color."
- Tattoos must be covered at all times for clinical affiliations, field trips, lab practicals, or any class sponsored event
  - The program will allow exposure of tattoos during class or lab time with the exception of lab practicals where students are expected to dress professionally as
Students will exercise good judgment when choosing clothing for casual dress attire, taking into consideration the activities of the day. Should a student fail to dress professionally for the classroom, lab, or service-learning areas, he or she will first be given a verbal warning. A subsequent violation of this policy will result in a written warning and the student being asked to leave the environment. He or she will receive an absent for the day and be issued a warning. Any further abuse of this policy will result in disciplinary probation with a referral to the Dean of Nursing and Health Sciences. If any quiz is given on the day of the absence, the student will not be allowed to make it up and will receive a grade of “0.” If an exam is scheduled for that date, the student will be allowed to make up an exam with the same content but of different format the following day.

**Dress for Field Trips, Professional Conferences, or Community Service Projects**

Students will be required to purchase a faculty approved collared shirt during Phase II of the program to wear on field trips, professional conferences, or community service projects. This collared shirt will be worn with long dress pants, nice jeans (without holes or tears), and clean neutral color shoes that match the attire unless the outing requires a different form of dress. For example, an organization may require students to wear a t-shirt with their logo on it or “staff” if helping with an event. Tennis shoes will be allowed on field trips if they are clean and must be a neutral color. Failure to comply with this dress code policy will result in the student being unable to participate in the trip/project, being counted absent for the day, and a verbal discussion with the Program Coordinator about professional behavior. If a student violates this policy a second time, he or she will be issued a written warning. A third offense will be disciplinary probation with referral to the Dean of Nursing and Health Sciences. In addition, students will be required to wear their OCtech name badge.

**Dress for Clinical Affiliations**

Students will dress according to the policy of the facility upon which they are placed. This may require purchasing attire that meets these expectations. Further details about dress while on clinical affiliations can be found in the PTA Clinical Education Handbook and Policy 6.13.
Policy Number and Title: 4.14 Food and Drink Policy

Only cans, cups, or other containers with a secure top are allowed in the classroom. Food, such as crackers or chips, will be allowed in moderation for student convenience due to longer than usual class and lab times. Please be careful. If a spill occurs, take the necessary measures to clean it up. Any drink or food left in the classroom or lab at the end of the day will be disposed of. If this policy is abused, faculty reserves the right to prohibit any food or drink in the classroom or lab to keep our facilities clean.
Policy Number and Title: 4.15 Field Trips

The College has a Field Trip Release Form for off campus learning activities outside of the classroom. This form, as well as the PTA Program's Addendum to the College's Trip Release Form, must be signed PRIOR to the student being allowed to participate in the event. A copy of these forms is found in Appendices 7 and 8 at the end of this handbook.

Experiences anticipated at this time include a field trip to Palmetto Infectious Disease to observe interventions such as dressing changes, Ultrasonic MIST therapy, Hyperbaric Oxygen, Lymphedema, and Compression Therapy, Healthplex of RMC to observe use of Med-X equipment and work hardening programs, and to Orangeburg School District Four to observe pediatrics. Program faculty will coordinate and schedule these events at least three days in advance. A faculty member from the PTA program will be onsite during the field trip. No fee will be associated with the visit and the facility will not be held responsible for any injury/accident that may occur.

Students will be required to provide their own transportation to and from off-campus field trips and are expected to be prompt in their arrival. Should students show up late, faculty will abide by the program's attendance policy and issue a tardy if the student arrives within 10 minutes of the scheduled time, or absent if the student is more than 10 minutes late or does not show.

Students will be required to wear the designated OCtech PTA program collared shirt with long dress pants, nice jeans (without holes or tears), and clean neutral color shoes that match the attire unless the outing requires a different form of dress. For example, an organization may require students to wear a t-shirt with their logo on it or "staff" if helping with an event. Tennis shoes will be allowed on field trips if they are clean and must be a neutral color. Failure to comply with this dress code policy will result in the student being unable to participate in the trip/project, being counted absent for the day, and a verbal discussion with the Program Coordinator about professional behavior. If a student violates this policy a second time, he or she will be issued a Written Warning. A third offense will be disciplinary probation with referral to the Dean of Nursing and Health Sciences. In addition, students will be required to wear their OCtech name badges. Dress for the Community Service Project may differ from OCtech's policy based on the chosen service provided to the community. If the organization we are assisting with a project implements a particular kind of dress code, students will abide by their policy. If not, students will abide by OCtech's dress code policy.
To ensure safety, PTA students will be accompanied on all field trips by a faculty member of the PTA program. They will have proof of completion of the HIPPA and OSHA training provided at orientation by the PTA faculty. Students participating in field trips will not be allowed to have any physical contact with patients or equipment except for observation of the learning experience.
Pursuant to the South Carolina Concealed Weapons Act, other applicable State laws, and the college policy, firearms are not allowed on the campus of Orangeburg-Calhoun Technical College. Any person with a firearm in his/her vehicle is subject to the applicable laws of the State of South Carolina. See South Carolina Code of Laws Section 16-23-420. Possession of a firearm on the College grounds is a felony punishable by a fine of up to $5000 and/or five years’ imprisonment and possible expulsion from the College.
Students must respect the work area of the Administrative Specialists as well as other faculty members. No more than two students should be at the in the lobby area or waiting outside of a faculty member’s office at the same time. Others are to remain outside the glass doors of K Building Administrative Offices until space is available in the lobby or at the faculty member's office. Conversations should be kept to a minimum, using a quiet voice level, to not disturb work of College personnel and classes that are in session. Children are not allowed inside the glass doors or in faculty offices.
Students are expected to enter the classroom quietly and be prepared to sit for the length of the exam. Bathroom privileges will not be allowed during testing, so students need to take care of these needs prior to entering class for an exam. Extreme situations regarding bathroom privileges may be considered by the instructor if the student communicates these potential needs prior to the start of an exam. If a student leaves the room during an exam to go to the bathroom, he or she will have to leave any cell phone, computer, or Apple watch in the classroom. If a student finishes his/her test prior to others, he/she will be allowed to leave the classroom but must do so quietly so that other students are not distracted. Specific testing procedures for students include:

- Bring two pencils
- Put all books and personal belongings such as pocketbooks, coats, cellphones, Apple watches, etc. at the front, back, or side of the room when entering to test
- Students are not allowed to ask questions during an exam but may approach the instructor’s desk quietly with a question about a typographical error
- No noise or other disruptions during testing
- Scantron sheet with test answers should be covered at all times
- Name should be recorded on exam and Scantron
- Any suspected cheating and/or collaboration should be reported immediately to the instructor
- Cheating will be handled according to College and Program policy
- Completed exam and Scantron are to be turned in to the instructor upon leaving the class
- No exam or scantron will be returned to a student once he or she leaves the class
- Students are not to copy any exam questions
- All electronic devices are to be turned off and placed in purse or book bag prior to the beginning of testing
Students who are absent or late on the day of a scheduled exam must notify the instructor prior to the scheduled exam time. If the instructor cannot be reached, call the administrative specialist at 803-535-1384 or leave a message on the instructor's office phone. Failure to follow this policy, except in extreme emergencies, will result in a "0" for the exam if absent, or less than the allotted time to complete the exam if late.
Policy Number and Title: 4.19 Use of Calculators during Testing

Rarely are calculators required during testing, but if needed, the instructor will provide a calculator or allow students to use a cell phone for the first few minutes of the exam while being supervised. Students will not be allowed to use their cell phones after they are required to put them away upon completion of the initial test questions. Any calculator required will be passed from student to student by the instructor to ensure answers are not left visible on the calculator screen.
Policy Number and Title: 4.20 Make-Up Testing Policy

The student is responsible for all material presented in class during his/her absence. If a student is absent from an assigned exam and notifies the instructor or Administrative Assistant regarding the absence, he or she will be allowed to make-up the exam at a designated time by the faculty member in charge of the course. Failure to notify the instructor or Administrative Assistant prior to the missed exam, unless in an extreme medical emergency situation, will not be allowed to make-up the exam and a grade of “0” will be recorded. Students who are allowed to make up an exam will have a different format from the exam given to students present on the scheduled date of the exam.

Students are not to ask permission to miss an exam because they are not prepared. An assigned exam should be missed only for personal and family illness and/or crisis. Only one make up exam per course will be allowed. If a student misses more than one exam, a "0" will be issued for each subsequent exam(s) given.
Policy Number and Title: 4.21 Review of an Exam

Page: 1 of 1

Authorization: ____________________________________________  ____________________________________________
Dean of Nursing and Health Sciences  PTA Program Coordinator

Initial Approval Date: 4-30-14  Last Review Date: 4-8-19

Last Revision: 4-29-18

Students wanting to review an exam can do so within 3 days of the date the exam grade is posted. A student must request a review with the instructor and schedule a 15-minute time slot convenient for the student and instructor. Exams will be reviewed in a faculty member’s office with the instructor present when the exam is in the possession of the student. Only one student can review an exam at a time and the instructor will not answer any questions about the exam during the exam review. To protect exam security, the test review procedure will be as follows:

- No pencils, paper, books, book bags, cell phones, Apple watches, laptops, purses or any other electronic devices are permitted at the desk upon which the student sits to review the exam
- A student will only have access to his or her exam and scantron
- Students will only be admitted once and will not be allowed to reenter once he/she leaves
- Only one exam will be reviewed at a time
- Only one student will be allowed to enter a faculty member’s office to review an exam
- The instructor will not answer any questions about the exam during the review
- The student will be limited to 15 minutes for the review

The course instructor holds the right to return exams to all class members in a classroom setting at one designated time in the event of time constraints for all students to have equal opportunity to review their exam. The instructor will be present during the 15-minute review and the above rules apply to protect exam security. One additional procedure will be implemented that involves no discussions/talking between classmates during the review.
Policy Number and Title: 4.22 Telephone Usage

Page: 1 of 1

Authorization:

Dean of Nursing and Health Sciences

PTA Program Coordinator

Initial Approval Date: 4-30-14

Last Review Date: 4-8-19

Last Revision: N/A

Students may use faculty and office telephones only for emergencies and with the permission of the instructor. The college will accept emergency telephone calls for students but will not take personal messages. Please inform your employer or family members regarding your class schedule each semester and remind them of telephone restrictions.
Laptops or electronic devices may be used for class material only. If a student is found playing games, surfing the internet, etc. during class or lab time, the laptop or electronic device will be collected by the instructor and returned at the end of class with a verbal warning. If the student is in violation a second time, the laptop or electronic device will be collected by the instructor, and the student will have to retrieve the device from the Program Coordinator and will receive a Written Warning. A third offense will result in probation and a referral to the Dean of Nursing and Health Sciences.
Children are not allowed in the classrooms, clinical areas, faculty offices, or inside the glass doors of the Administrative Assistant area. Further, they must not be left unattended in any of the waiting areas. It is requested that students attend counseling, advising, or evaluation sessions without the presence of children. If you must bring a child to the College, please respect faculty by bringing another adult to watch the child in the area outside the glass doors of the administrative area.
The student must follow APA (6th ed.) or MLA (8th ed.) guidelines for formatting and composing formal writing assignments. The title page, body of paper, and citations must adhere to one of these two options. The PTA LibGuide has information on formatting, as does www.purdueowl.com should a student need guidance.

Grammatical rules must be followed, and proper use of standard American English must be utilized in all written assignments. Language should be clear, precise, logical, and appropriate for the intended audience. Students should set margins at normal (1”), use 12 point, Times New Roman font, and ensure content of paper, excluding title and citation page, is the required length for the assignment. All sources used for any research project must be within the last 5 years.

Written assignments are to be printed and submitted in person by the due date and time listed on each assignment rubric. Late assignments will not be accepted and a grade of “0” will be issued.

At faculty discretion, assignments may be submitted online using D2L or via email. All attachments should be included as a PDF or word document file. If documents are not submitted in the specific format and cannot be opened by faculty, the assignment will be considered late and a grade of “0” will be posted.
Faculty acknowledges that textbooks are costly; however, they represent the beginning of a professional library. Some textbooks are used in more than one course. Many serve as research and reference sources. Students are expected as part of their classroom preparation to bring required textbooks to class. Faculty encourage students to utilize workbooks as an ancillary study aid.

Textbooks are available in the bookstore prior to the semester they are required. Students are encouraged to buy their books prior to the first day of class. Bookstore personnel return textbooks to the publisher that are not purchased by a specified date in the semester. Therefore, the bookstore does not stock textbooks year round.
Policy Number and Title: 4.27 Change in Student Health Status Policy

For the student's protection and continued well-being, any change in health status must be reported to the Program Coordinator. This includes any conditions such as the diagnosis of an acute or chronic illness, change in mobility, pregnancy, a condition that may cause immune compromise, or any other change in health status. Statements from the student's health care provider regarding the student's ability to continue in the program is required.

If at any time the health care provider states that the student is unable to perform expected tasks, functions, and studies, with or without reasonable accommodations, for the current enrolled courses, the student may be given an incomplete (I), or withdrawal (W), according to the elapsed time in the courses and expected length of absence. Individual student situations may be brought before the Program Coordinator for discussion and recommendations. Each Physical Therapist Assistant student will be expected to sign a statement that he or she has read this policy and that he or she understands that failure to abide by this policy may be grounds for withdrawal (W) from the courses. In the event a student receives a “W” or an “I,” he or she will have to reapply and follow the readmission policy. The only exception to this policy would be a student who could not complete the final clinical affiliation, PTH 276, and could finish it by the end of the following summer semester. This would postpone graduation one semester allowing the student to receive his or her degree in July as long as PTH 276 is completed successfully. If a clinical agency has restrictions for a given health status, the student will abide by the agency’s guidelines.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 4.28 Change in Name or Contact Information Policy

Page: 1 of 1

Authorization: ______________________________________  ______________________________________
      Dean of Nursing and Health Sciences                 PTA Program Coordinator

Initial Approval Date: 4-30-14                          Last Review Date: 4-8-19

Last Revision: N/A

It is the obligation of every student to notify the Program Coordinator and the Student Records Office in the Student Services Center of any change in name or address. A picture I.D. is required in order to make such a change. Failure to make this required change may cause serious complications in the handling of student records, tuition, refund payments and communication with the College in general. It is also vital for students to ensure that the College has his or her correct phone number and email address on file in order to aid in the prompt delivery of important notices or opportunities.
Each student in the PTA Program has the option to request a meeting with either the Program Coordinator or the ACCE at any time throughout the program. These conferences need to be scheduled at a time convenient to both the student and faculty member. These conferences can be used to address any student concerns and serve as the first line of communication when issues occur.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 4.30 Student Review of Academic Records Policy

Page: 1 of 1

Authorization: ____________________________________________

Dean of Nursing and Health Sciences

PTA Program Coordinator

Initial Approval Date: 4-30-14

Last Review Date: 4-8-19

Last Revision: N/A

Students desiring to review records kept by faculty of the PTA program, such as health, immunization, consent and probationary forms should make an appointment with the Program Coordinator to review the file in his/her presence. A 24-hour notification is required. Please be advised that program and college faculty reserve the right to deny students with unresolved disciplinary actions to view records associated with the issue at hand. Further, any record that contains information about more than one student may only have the part of the record viewed that pertains to the student making the request.

Students wishing to review other educational records, such as grades or financial statements, should follow the College’s policy found in the College Handbook on pages 37-38 under Academic Records. This policy requires the student to inform the Vice President for Student Affairs through written notification detailing the specific record(s) he or she is desiring to view.

The PTA program faculty, as well as faculty of Octech, will protect the privacy and confidentiality of all official student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Each student has the right to inspect and challenge the accuracy of his/her records. All students entering the PTA program will be required to sign a FERPA consent form at orientation held prior to the first day of class.
Policy Number and Title: 4.31 Leave of Absence Policy

Page: 1 of 2

Authorization:__________________________________________  ________________
                      Dean of Nursing and Health Sciences       PTA Program Coordinator

Initial Approval Date: 4-30-14  Last Review Date: 4-8-19

Last Revision: 3-10-19

If a leave of absence is warranted during the didactic portion of the curriculum, the student will only be allowed to remain in the program if work can be made up prior to progression to the subsequent semester. Should a student be unable to complete all work with an 80% or higher, he or she will have to withdraw and reapply to the program. As for a leave of absence during clinical affiliations, refer to Student Handbook or Policy 6.36 – Unsuccessful or Incomplete Clinical Affiliation.
Upon exiting the Physical Therapist Assistant Program, the student must turn in his or her student clinical ID badge, PTA iPad if issued, and complete an exit interview with the Program Coordinator and/or the Dean of Nursing and Health Sciences. Failure to do this will result in an academic hold on grades, transcripts, and student registration for other courses.
The clinical agencies utilized by the Physical Therapist Assistant Program require background checks of all therapy students to ensure the safety of patients. If an individual is guilty or has pled no contest to violations such as child or adult abuse, sexual assault, assault with a deadly weapon, neglect, mistreatment of patients or misappropriation of patient property, the facility may not permit that student to work as a direct caregiver.

Upon acceptance into the program, students are required to complete a background check prior to beginning the program. Any questionable results on a background test will lead to a conference between program faculty and administration of facilities upon which the program has signed and current agreements to discuss specific results of the background test. Names of students will remain confidential. Final decision regarding whether the student will be allowed to enroll in the program will be based on whether clinical sites are willing to allow the student to complete the clinical education requirement of the program in their facility. Furthermore, students should be aware that a questionable background check deemed acceptable by an affiliating agency may not necessarily be cleared by the licensing board to sit for the National Board Examination for Physical Therapist Assistants. It is recommended a student with a questionable background screening consult with the Program Coordinator and the SC Board of Physical Therapy Examiners for further information.

Background checks are done at the student's expense and usually take three to five normal business days to complete. The background check must be conducted by PreCheck, Inc.

It is possible for a clinical agency to request an additional background screening prior to accepting a student for a clinical affiliation. In this event, the student will be required to comply with the requirements of the clinical site and any expenses will be the responsibility of the student.
The PTA program supports the College’s policy and procedure for student grievances. The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against an OCtech employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college policy, procedure, or regulation, or a state or federal law. This procedure may not be used in the following instances:

1) to grieve a claim against a college employee for any matter unrelated to the employee’s role or position at the college;

2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran’s status; or on the basis of alleged sexual harassment; or

3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person. Neither the PTA program or the College will retaliate against a student that files a grievance. For full details on the grievance policy and procedure, refer to the College Catalog, pages 88-102, or use the direct link at https://www.octech.edu/wp-content/uploads/2019/01/Procedure-4_049_011.pdf.

For complaints based on sexual harassment or sexual violence where another student is the accused, please refer to OCtech procedure “Addressing Alleged Acts of Sexual Violence and Sexual Harassment” (Procedure number 4.049.02) The direct link to this procedure can be found at https://www.octech.edu/wp-content/uploads/2019/01/Procedure-4_049_021.pdf.

For complaints based on sexual harassment or sexual violence where an employee of the college is the accused, please refer to OCtech procedure Non-Discrimination, Anti-Harassment and Sexual Misconduct (Procedure number 8.004.01). The direct link to Procedure 8.004.01 can be found at http://www.octech.edu/wp-content/uploads/2019/01/Policy-8.004.pdf.
OCtech is a smoke free campus. It is the policy of the College to provide a healthy working and learning environment for students, faculty, staff and visitors. Therefore, the use of tobacco products was prohibited on OCtech’s campus beginning May 16, 2016. For the purposes of this policy, “tobacco” refers to any tobacco products, whether inhaled or ingested, as well as electronic cigarettes. The use of tobacco products shall be prohibited on all College owned, operated, occupied, controlled or leased property. College property includes, but is not limited to, buildings, parking lots, sidewalks, and other outdoor passageways, green spaces and common areas, as well as College vehicles and personal vehicles while on College property. The policy applies to everyone on campus including students, staff, faculty, contractors, vendors and visitors.

The sale, possession or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants, marijuana and/or any illegal substances is specifically prohibited. Violations will be reported to the proper law enforcement officials for prosecution. Those prosecuted will be subject to the courts of the State of South Carolina. No one under the influence of alcohol or other drugs will be allowed to attend class or to remain on the campus. No alcoholic beverages are to be served or consumed at any student function on or off campus. This includes club, departmental and class activities such as meetings, field trips, picnics, parties, and similar activities. Individuals who experience alcohol/drug dependency are encouraged to seek assistance through the Student Services counseling staff or other community counseling agencies.
Policy Number and Title: 4.36 Changes to Administrative Policy

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Authorization: ____________________________  ____________________________
Dean of Nursing and Health Sciences  PTA Program Coordinator

Initial Approval Date: 4-30-14  Last Review Date: 4-8-19
Last Revision: 4-29-19

Students will be notified of any changes to administrative policies through D2L and on the College's website. Any changes to PTA Program Policies will be verbally communicated from faculty to students or through email. The PTA Program Handbook, PTA Clinical Education Handbook, and the PTA Policy Manual will be updated to reflect the change.
An increasing number of healthcare professionals have chemical sensitivities. We asked that all students be mindful of this and not wear perfumes, aftershave, or other scented personal products in class, laboratory, or clinical situations.
In the event of inclement weather, cancellation of classes will be announced by most public radio and television stations in the area. The College will also notify students when classes are cancelled. Students are encouraged to sign up to receive automatic texting alerts through the College. In addition, students may call the college’s main number at 803-536-0031 or view the website at www.octech.edu to receive closing information. Faculty will also send a group email or text to students and post on D2L. In the event of an emergency, you may contact Security through an emergency hotline number at 803-268-2626 or via security cell phone line at 803-682-3335.
OCtech has full time security officers on site during all hours the College is open. Security has an office on the 1st floor of Building B, right beside the Bookstore and TRiO Office. They can be contacted at 803-535-1336 or by calling the emergency cell phone number at 803-682-3335. Students will find several emergency call boxes dispersed throughout campus that can be used to summons Campus Security to a specific location. Locations for these emergency call boxes can be found on the Campus Map found on the College’s website at https://www.octech.edu/student-resources/campus-security/ or in Appendix 5 at the end of this handbook. Campus security will be seen driving around campus in a vehicle identified as “Security” throughout operating hours of the College to further enhance security measures. Additional information can be obtained on the College’s website under Campus Security. This information is explained to students at orientation by Campus Security and reiterated by faculty of the PTA program.
Policy Number and Title: 4.40 Due Process

Page: 1 of 1

Authorization: ________________________________  ________________________________
Dean of Nursing and Health Sciences  PTA Program Coordinator

Initial Approval Date: 4-30-14  Last Review Date: 4-8-19
Last Revision: 4-8-19

The College’s Student Code of Conduct allows students the right to due process. On page 79 of the College Catalog, it states, “At a minimum, any student charged with misconduct under this code is guaranteed the following:

- the right to receive adequate notice of the charge(s)
- the right to see and/or hear information and evidence relating to the charge(s)
- the right to present information and evidence relating to the charge(s)”

The College's policies on due process are specific to the individual nature of an issue that may arise with a student and are clearly delineated in the College Catalog and on our website at http://www.octech.edu/Content/Uploads/octech.edu/files/CollegeCatalog15-16%20(4).pdf. The entire Student Code of Conduct is detailed in the College Catalog on pages 77-102.
Faculty welcomes input from all sources to use in our efforts to make improvements to OCtech’s Physical Therapist Assistant (PTA) program. Any community member may comment or critique OCtech’s PTA program, faculty, students, or graduates. No one filing a complaint will be retaliated against. Comments must be provided in writing and signed by the author. Neither anonymous submissions nor written comments provided on behalf of an anonymous source will be acknowledged. Enrolled students, faculty, or clinical instructors associated with the College should follow the student complaint policy on page 56 of this handbook, in the College Catalog, pages 77-102, the homepage of OCtech’s website, http://www.octech.edu/, and in Policies and Procedures underneath the “About” tab on the College’s website. Community members not serving in the capacity of OCtech student, faculty or clinical educator should utilize the following procedure.

- Comments should be made to the PTA Program Coordinator and can be sent via email or regular mail. All comments must be provided in writing and must be signed by the person writing the comment. The PTA Program Coordinator will respond to all suggestions within 10 business days to acknowledge receipt and discuss ways to resolve the issue at hand.

- If the issue cannot be settled through the PTA Program Coordinator, an appeal may be made to the Dean of Nursing and Health Sciences within 10 days of discussion with the PTA Program Coordinator. The Dean of Nursing and Health Sciences will respond to the person making the suggestions within 10 business days to resolve the issue.

- If this still does not resolve the issue, the person making the suggestions will have 5 days to notify the VP for Academic Affairs requesting further assistance in settling the issue. The VP
for Academic Affairs will have final authority to resolve the issue. Records of all correspondence will be maintained by the Program Coordinator for two years.

### Contact Information for Complaint Submission

| Lynn Fralix, MS, PT | Candance Tooley, MSN, RN | Donna Elmore  
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<tr>
<td>PTA Program Coordinator</td>
<td>Dean of Nursing and Health Sciences</td>
<td>VP for Academic Affairs</td>
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<td>Orangeburg-Calhoun Technical College</td>
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<td>3250 St. Matthews Road</td>
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<td>Orangeburg, SC 29118</td>
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<td><a href="mailto:fralixlw@octech.edu">fralixlw@octech.edu</a></td>
<td><a href="mailto:tooleyc@octech.edu">tooleyc@octech.edu</a></td>
<td><a href="mailto:elmored@octech.edu">elmored@octech.edu</a></td>
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Should a student wish to challenge an exam question, he or she must request to meet with the instructor individually and have sound evidence from the textbook or supplemental documents provided by the instructor to make an argument. No other student will be allowed during the student’s argument regarding an exam question. The decision to overturn an exam question is solely up to the instructor of the course. If the instructor chooses to overturn the question, all students will get the points, even if another student got the question correct on his or her exam.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 4.43 Recording of Classroom Lectures

Page: 1 of 1

Authorization: 

Dean of Nursing and Health Sciences
PTA Program Coordinator

Initial Approval Date: 4-30-14
Last Review Date: 4-8-19
Last Revision: N/A

Recorders may be utilized in class with the permission of the individual instructor. All recorders will be placed at the front of the classroom during recording time. Instructors must be informed if a student is planning to record the lecture. No review for any exam may be recorded, nor can notes be taken, without the prior approval of the instructor.
Consistent with its mission, OCtech provides student support programs, services, and activities that promote student learning and enhance the total growth and development of its students. As an open admissions institution, the College serves students with diverse socio-economic backgrounds and academic achievement levels. OCtech’s student support services cultivate student success by providing comprehensive support services and experiences that promote and help students achieve both personal and educational goals. Below is a summary of services available to students. Further details can be found in the College Catalog on pages 42-53 or on the provided links below.

**Student IDs**
Every registered student at OCtech must have a valid student ID and should have it available while on the College’s campus. There is no fee for the first student ID used to conduct campus related business.

1. **NEW ID:** To obtain an ID, students should bring a driver’s license or other picture ID to Student Services.

2. **Replacement ID’s:** The cost to replace a lost ID is $15.00. Students pay at the Cashier’s Desk in Building S and then bring the receipt to Student Services to get a replacement ID.
   - IDs are replaced at no cost under the following guidelines
     - Change in name
     - Broken ID (pieces must be brought to Student Services)
     - Student has not attended OCtech for 3 consecutive semesters or 1 academic school year
College Skills (COL 103)

College Skills (COL 103) is a 3.0 semester credit hour course intended to help students be more successful in college. COL 103 is required of all students who place in at least one developmental course and is offered each semester. Topics recommended by the steering committee are:

- orientation to the College
- effective study systems
- use of the Learning Resource Center
- reducing test taking anxiety
- stress management
- the advising relationship
- time management
- soft skills

This course is taught as any other regular curriculum course and follows the same academic criteria. In addition, the following students are recommended to take College Skills (COL 103):

1. All students entering college directly out of high school
2. All students who have been out of school for five or more years
3. All students who are on first-time probation (even though they may have already taken the course)

Counseling - Personal and Academic

Personal and academic counseling is available to students taking day or evening classes to assist with transitioning into college. These services are available to new and returning students. Each student is counseled individually and assisted with making realistic and appropriate decisions about his or her college life. Issues that may be addressed during these counseling sessions include career or curriculum planning, personal, academic, or financial problems. Students are asked to visit a Student Services Counselor when a need arises. In the event a Counselor deems a need beyond their scope of practice, referrals to outside sources will be recommended. Counselors are available Monday – Thursday 8:00 am – 6:00 pm in Building S or by calling 803-535-1224. Further information can be obtained on our website at https://www.octech.edu/student-resources/counseling-services/.

Services for Students with Disabilities

Orangeburg-Calhoun Technical College complies fully with section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disability Act. Moreover, the College is committed to making all program services and College activities accessible to all students. Students with physical disabilities who require special assistance for registration, class attendance, or parking, should contact the Coordinator for Students with Disabilities in the Student Services Office. Students who have a documented learning disability or a documented disability that interferes with cognitive performance and who require special accommodations should also contact the Coordinator for Students with Disabilities, Tracy Dibble at 803-535-1224 or in the Student Service department in Building S between 8:00 am – 6:00 pm in Building S. Students must reveal their documented disability and the need for special accommodations. The direct link for further information is https://www.octech.edu/student-resources/students-with-disabilities/.

TRiO

The College offers students a support service funded by the Department of Education - Student Support Services Trio Grant to enhance academic performance, increase retention and graduation rates, and facilitate transfer to four-year colleges. This TRiO Support Service includes tutoring,
counseling, career guidance, and cultural enrichment activities. The TRiO Student Support Services office is located on the first floor of the Gressette Learning Resource Center in Building B Monday – Thursday 7:30 am – 7:00 pm and on Friday from 8:00 am – 1:30 pm. All services offered are free. Further information regarding specific workshops offered through this program can be found by calling 803-535-1227 or on the College’s website at https://www.octech.edu/student-resources/trio-program/.

**Student Success Center**

The College is proud to offer The Student Success Center to support students in the development of skills required to promote academic excellence and workforce readiness. This center offers tutoring, peer assisted study sessions, and workshops. A learning styles assessment is available for students that would like to improve studying techniques. All services provided through the center are free for students and can be accessed both online and in person. Drop-in hours for the center are Monday-Thursday 8:00am-5:00pm and Friday 8:00am- 1:30pm. Tutoring times may vary from drop-in hours, based on current course offerings. The tutoring schedule is posted on the Student Success Center’s website and in the center. Appointments can be made by contacting the center. The Student Success Center is located in the Library on the second floor of building B. For more information or to schedule an appointment please call 803.535.1376, e-mail success@octech.edu, or visit the direct link at https://www.octech.edu/student-resources/student-success-center/.

**Career Services**

Career Services are available to current OCtech students and alumni of OCtech who have graduated within the past three years. This is a free service and includes resume, cover letter and interviewing assistance. Students may visit Career Services in Student Services, Building S. Students may also inquire about Career Services by calling 803.535.1224 or sending an email through the Career Services page on the website. Current job listings for students may be found on the College’s website under Student Resources or via the direct link at https://www.collegecentral.com/octech/.

**Career Development**

If a student does not wish to enroll in a specific program or seek a degree, diploma or certificate, he/she may enroll as a Career Development student. A placement test is not required unless the applicant wishes to enroll in University Transfer English and Mathematics courses offered within the Arts/Humanities and Mathematics/Natural Sciences groups. A student may accumulate up to 18 hours of credit as a Career Development student. If the student later decides to enter a specific program, a placement test may be required at that time. Students seeking career development information should contact a representative in the Student Service department, Building S or call 803-535-1224.

**Library Services**

The Gressette Learning Resource Center is the College’s Library where a multitude of resources can be found. Location of the Library is on the second floor of building B. Hours of operation are Monday – Thursday 7:00 am – 7:30 pm and on Friday 7:00 – 1:30. Further information can be accessed by calling 803-535-1262 or via the direct link http://libguides.octech.edu/?b=s.

The OCtech Library’s goal is to provide resources, services, and information in support of the personal, academic, and professional goals of students, faculty, and staff at OCtech. Library’s resources are accessible both on and off campus, through OCtech’s website and D2L. This can include electronic databases, print and electronic books, DVDs, access to books outside of OCtech,
magazines, journals and newspapers, workshops, study space, computers and streamable content. Resources and services provided by the Library include but are not limited to the following:

- **Online Catalog**
  - Accessible from the Library’s homepage, the online catalog provides a means to search for books, ebooks, newspapers, magazines, journals, and videos. Electronic books are accessible from our online catalog by limiting search results to ebooks or by accessing links that lead directly to ebook databases. Just as all other library databases, ebooks are available both on and off campus (off-campus use requires signing in with a current OCtech ID number). Also available through the library’s online catalog are research databases, Libguides, PASCAL Delivers, access to individual library accounts and the ability to renew checked out items.

- **eBOOKS (electronic books)**
  - The library provides access to ebooks through an online catalog search or through links to ebook databases. Ebooks can be accessed by choosing the “ebrary” or “ebook collection” icon after searching the online catalog, or by clicking on the “eBooks” link on the library’s website. All ebooks are full text and are available both on and off campus (off-campus use requires signing in with a current OCtech ID number).

- **PASCAL DELIVERS PASCAL**
  - (Partnership Among South Carolina Academic Libraries) is a consortium of all South Carolina academic libraries, offering cost effective options for print and electronic resources. PASCAL Delivers is a free resource enabling students, faculty and staff of South Carolina colleges and universities to search for and request books from academic libraries in South Carolina. This resource is available through the library’s online catalog or it can be accessed from the library’s homepage. Borrowed material generally arrives within three to four days and can be checked out for 4 weeks.

- **Electronic Databases**
  - The Library provides access to electronic databases covering a wide range of subject areas and formats, including articles, videos, primary sources, and ebooks. Databases are provided through a combination of agreements with DISCUS (Digital Information for South Carolina Users) and PASCAL (Partnership Among South Carolina Academic Libraries) or are purchased directly by OCtech. Library databases are available both on and off campus to current OCtech students, faculty, and staff through the library’s website (off-campus use requires signing in with a current OCtech ID number).

- **Laptops**
  - The Library provides laptops for all currently enrolled OCtech students to check out. All laptops have wireless internet access and the Microsoft Office suite. Laptops can be checked out for two weeks with one additional renewal of two weeks.

- **Library Instruction**
  - The Library staff provides information literacy sessions to classes based on specific assignments. The goal of these sessions is to help students learn how to access library resources and how to apply them to their assignments. Information literacy sessions are scheduled by faculty and a lesson plan is developed cooperatively between the faculty member and the library instructor.

- **LibGuides**
  - Available through the library’s website, LibGuides are used to provide information and resources for specific courses, classes or assignments. Content in LibGuides can include databases, videos, links to web content, documents and any other content relevant to students’ educational careers. Libguides are available both on and off-campus.

- **Printing, Copying, and Scanning**
  - The library has a multifunction printer that serves as a copier, printer, and scanner. Copies and printed pages are $.10/page. There is no cost for scanning, but all scanned documents must be saved to individual flash drives. The library also has the
ability to laminate letter to poster size documents (cost varies according to size).

- **Computers**
  - The library has general use computers with internet access and software required for OCtech students.

- **Computer Lab**
  - A computer lab is also available that is open to students, faculty, and staff on a first come first served basis. Reservations for computer lab use can be made by instructors for their classes.

- **Study Rooms**
  - Five study rooms are available for students, faculty, and staff to use on a first come first served basis. Study rooms can seat up to 6 people at one time.

- **ADA**
  - In compliance with the Americans with Disabilities Act, accommodations to serve students with disabilities are available in the library.

**Bookstore**
The OCtech Bookstore is located on the first floor of the Gressette Learning Resource Center, Building B, and carries a complete line of textbooks, supplies and general merchandise. Day and evening hours of operation on the door of the bookstore.

**Cafeteria**
The Cafeteria is located in the main lobby of the Patrick Student Services building and is open Monday through Thursday during hours as posted. Drink and snack machines are located in the Cafeteria. WiFi access is also available.

**Student Advisory Board**
The Student Advisory Board (SAB) consists of representatives from active student organizations and the student body at large. The SAB officers will be chosen from among the representatives. The SAB is an organization committed to providing services and activities for students that promote and enhance the total growth and development of students.

**Student Organizations**
These active organizations are recognized by the Student Services Division:
- Student Advisory Board
- Society of Future Radiologic Technologists
- Associate Degree Nursing Student Nursing Association
- Phi Theta Kappa
- Future Practical Nursing Club
- Educator Rising
- Gaming Club
- Student Chapter of Association of Computing Machinery Chapter
- National Society of Black Engineers
- Student Veteran’s Association
- Entrepreneurship Club

**New Student Orientation**
New student orientation sessions are held at the beginning of the Fall and Spring semesters. Program orientation sessions are provided through an overview of the College and include information on policies, procedures, expectations, resources, financial aid, academics, campus
safety, student activities and other important information pertinent to new students.

**Testing Center**

OCtech offers testing services through the Testing Center located on the second floor of building S. Hours of operation are Monday – Thursday from 8:00 am – 6:00 pm. For further information on testing criteria, fees, and weekend dates, call 803-268-2539 or visit the website at [https://www.octech.edu/student-resources/testing-center/](https://www.octech.edu/student-resources/testing-center/).

**Academic Advising**

Academic advisors are available to assist new and returning students in the development of an education plan as well as to see them through the educational process to graduate. Advisors offer information on required courses, scheduling, and much more. New students can reach an advisor at 803-535-1224 or stop in for a visit in Building S Monday – Thursday from 8:00 am – 6:00 pm or Friday from 8:00 am – 1:30 pm. Returning students will have an academic advisor assigned to them and contact information can be found in Connect under Self Service. Further information about the benefits of seeking assistance from an advisor can be found on the website at [https://www.octech.edu/academics/academic-advising/](https://www.octech.edu/academics/academic-advising/).

**Distance Learning**

The PTA program does not offer distance learning, however, there will be enrichment activity requirements that will need to be completed online. Faculty of the program has access to software on D2L where recorded lectures and videos can be posted for student viewing. Access to these audio and/or video presentations are only accessible through credentialed log-in information. These tools allow faculty to provide instructional content to students when not on campus, as well as the ability to watch and re-watch content whether on or off campus. These tools also allow for student/faculty interactions during instances of extenuating circumstances, such as student/faculty illness or weather conditions.
Graduation Requirements

Information regarding graduation and the graduation application is published on D2L. The following criteria must be met in Phase II of the PTA Program to sit for graduation:

- Satisfactory completion of all required didactic physical therapy courses with an 80% competency
- Satisfactory complete all clinical education courses with a “SC”
- File a graduation application by the due date in Student Services during the spring semester prior to graduation
- Pay all fees and financial obligations to the College
- Be free of disciplinary sanctions by the Program or College
- Show proof of APTA membership renewal

Eligibility for South Carolina Licensure

Upon successful completion and graduation from the Physical Therapist Assistant Program, graduates are eligible to take the National Physical Therapy Examination (NPTE) for PTA's as approved by the Labor, Licensing, and Regulation Board of Physical Therapy for South Carolina. Should a student wish to practice in another state, he or she will need to be approved from the state in which he or she intends to practice.

Students are required to pay an initial license application fee of $120.00 for SC, LLR. Furthermore, there is a fee of $485.00 to take the National Board of Physical Therapy Examination (NPTE) for PTA's and a $70.00 sitting fee for the testing center. Once a student passes the NPTE for PTA's, Biannual Renewal Fees are $80.00 to maintain a current license to practice as a Physical Therapist Assistant in the State of South Carolina. Fees for other states may differ.

If a student has any criminal record more serious than a traffic violation, he or she must notify the Board of Physical Therapy no later than 90 days prior to the date of program completion. Licensure candidates who have criminal records may be required to appear before the Board of Physical Therapy for South Carolina. The board will determine eligibility to take the NPTE. Upon passing the NPTE, the graduate will be designated as a Physical Therapist Assistant and licensed
to practice in the state he or she applied.

**Eligibility to sit for the National Board of Physical Therapy Examination**

Each licensing authority has established its own criteria for eligibility to sit for the PTA examination. Students should review the materials distributed by the licensing authority to which they intend to apply for licensure or certification, in order to determine if the authority's eligibility requirements have been met. A current examination may be used only for administration to bona fide candidates for initial licensure or certification, re-licensure or reactivation, or for candidates who are not currently licensed in a jurisdiction and do not have a qualifying examination score for that jurisdiction. FSBPT is the final authority on access to the NPTE but will not grant access to the NPTE unless a candidate has first been approved by a licensing authority or authorized designee to sit for the examination. Further information on the NPTE can be obtained in the NPTE Candidate Handbook at [http://www.fsbpt.org/download/CandidateHandbook20130404.pdf](http://www.fsbpt.org/download/CandidateHandbook20130404.pdf).
Following graduation from OCtech, graduates are encouraged to continue their relationship with the PTA program and faculty. Alumni can participate in ongoing improvements to the educational portion of the PTA program by:

- Serving on the PTA Advisory Committee
- Teaching or lab assistant positions
- Mentoring current students
- Participation with new student orientation
- Tutoring current students
- Serving as a guest speaker
- Supporting program events
- Serving on the Program Review Panel
- Speaking to CAPTE during on-site visits
- Serving as a Clinical Instructor for the PTA program (Certification through APTA recommended)
  - Must have at least one year of full-time post licensure clinical experience
  - Must have a current license as a PT or PTA in the State of South Carolina, or state upon which the student is completing the clinical
  - The program does not utilize out of state clinical facilities at this time. The College does have authorization to operate under the SARA Agreement, but currently only utilizes it for online programs should a student request an out of state clinical affiliation, he or she would need to speak with College Administration for approval.
  - Must be an effective role model and clinical teacher
  - Certification through APTA recommended
If a student has a concern or complaint, he or she should first discuss the concern with a PTA Program faculty member. Should the problem not be adequately resolved, the student can file a formal complaint for a Violation of the OCtech Student Code of Conduct. If the complaint does not involve a sexual harassment or sexual violence incident, the student should follow the complaint process in OCtech Procedure Number 4.049.01 – The Student Code and Grievance Procedure. If the complaint involves sexual harassment or sexual violence allegations and involves another student, the student should follow the complaint process in OCtech Procedure Number 4.049.02 – Student Code Procedures for Addressing Acts of Sexual Violence and Sexual Harassment. If the alleged allegation concerns a college employee, the student should follow the complaint process in OCtech Procedure Number 8.04.01 – Non-Discrimination and Anti-Harassment. Specifics on each policy can be found in the College Catalog, pages 77-102, the homepage of OCtech’s website, [https://www.octech.edu/](https://www.octech.edu/), and in Policies and Procedures underneath the “About” tab on the College's website. No student will be retaliated against for voicing a concern or filing a formal complaint.
Section 5: Faculty Policies

5.1 – Non-Discrimination, Anti-Harassment, and Sexual Misconduct
5.2 – Workload Policy
5.3 – Privacy and Confidentiality Policy
5.4 – Participation in Faculty Development
5.5 – Community Advisory Committee
5.6 – Faculty Evaluations
5.7 – CPR and First Aid Requirement
5.8 – Due Process
5.9 – Institutional Organizational Structure
Orangeburg-Calhoun Technical College is committed to maintaining a campus environment that is free from all forms of discrimination, harassment and sexual misconduct. To this end, the College prohibits all forms of discrimination, harassment, including sexual harassment, misconduct and abuse, with respect to employment or access to any educational benefit. Conduct or behavior that constitutes any form of discrimination, harassment or sexual misconduct will not be tolerated. Under federal and state law, these protected categories include race, color, religion, national origin, sex, pregnancy, age, disability, or veteran status in employment, educational programs and activities, admissions, and financial aid. Inquiries concerning the federal laws and their application to the College may be directed to the College’s Affirmative Action/Equal Opportunity Officer, the Director of Human Resources, Marie Howell, 3250 St. Matthews Road, Orangeburg, SC 29118, 803-535-1207, who serves as the College’s Section 504, Title II, and Title IX Coordinator.

Retaliation against any person arising from the good faith reporting of a suspected violation of this policy or for participation in an investigation under this policy is prohibited. Violations of this policy may result in disciplinary action up to and including termination and/or dismissal from the College. Any employee, student, or applicant who believes he or she is a victim of discrimination or harassment shall have the right to seek an investigation or to file a complaint in accordance with OCtech Procedure 8.004.01 Non-Discrimination, Anti-Harassment and Sexual Misconduct. The direct link to Procedure 8.004.01 can be found at https://www.octech.edu/wp-content/uploads/2019/01/Policy-8.004.pdf. Further information can be found by clicking the non-discrimination link at the bottom of the college's homepage at https://www.octech.edu/, on page 1 of the College Catalog, or by a direct link at https://www.octech.edu/about/human-resources/statement-of-non-discrimination/. Faculty of the Physical Therapist Assistant Program support this non-discrimination and statement of harassment policy of the College.
The minimum full-time week for all OCtech full-time faculty members is 37.5 hours which include, but are not limited to, assigned teaching, advising, office hours, committee meetings, college and community service, course and curriculum development, and any other assigned duties and responsibilities. The teaching load range for a full-time faculty member is 15-18 semester credit hours or 20-24 lecture/lab contact hours for each of the two academic semesters, and between 12-15 semester credit hours or 16-20 contact hours for the summer session. This equates to a possible maximum yearly contact hour load of 72 hours under SBTCE Policy 8-7-100: Employment Practices and its accompanying Procedure 8-7-100.1; and OCtech Policy 8.001: Faculty Workload, Overload, and Administrative Supplement and its accompanying Procedure 8.001.01. Faculty may be loaded on either a credit or contact hour basis, but not on both. PTA faculty are loaded on contact hours. For instance, for a core course worth 4 credit hours, a faculty member teaching the lecture and lab for the course would get a total of 6 contact hours, 3 for the lecture, and 3 for the lab. Faculty loading is governed by OCtech policies and procedures, which are consistent with those mandated by the SBTCE.

Overload compensation may be paid to full-time FTE faculty who are assigned more than a teaching workload during any semester or summer session. OCtech pays overload compensation to faculty members who exceed the policy contact hours per semester. Faculty may also earn overload based on student course numbers or specifically approved academic initiatives. Faculty assigned to positions with supervisory and/or management responsibilities may be authorized a reduction in teaching load and/or a salary supplement in accordance with current State Board guidelines. The PTA Program Coordinator receives both a reduction in contact hours and a salary supplement. Teaching faculty are required to post and maintain a minimum of eight office hours per week to advise and assist students with their academic work. In addition to these hours, teaching faculty are responsible for curriculum development, institutional team or committee assignments, and other instructional related duties as assigned. Full-time faculty are on duty for all instructional and faculty-work days, as indicated by the academic calendar. All full-time faculty members serve as student
academic advisors; however, a full-time Temporary FTE is not responsible for committee work or student advising. They are required to maintain six office hours per week, and they may participate in retention activities, including tutoring.

The Program Coordinator and ACCCE are allowed release time each semester to prepare accreditation reports, complete program assessment, participate in professional development activities, maintain 30 hours of continuing education for SC licensure to stay current with contemporary practice, and implement retention efforts, such as tutoring or opening lab on Fridays when faculty are usually off. The College is supportive with professional judgement of faculty regarding curriculum needs, such as setting the number and length for clinical education opportunities, professional development for clinical staff, and structuring of courses in an organized and sequenced manner.
Policy Number and Title: 5.3 Privacy and Confidentiality

Several policies exist to protect students, faculty, staff and their private information. The Physical Therapist Assistant Program has policies and procedures to ensure the privacy of student communications with faculty regarding academic and clinical education as well as other protected information.

Faculty Offices

Faculty members have private offices, available for individualized student conferences that are locked when unoccupied. Offices of the Program Coordinator and ACCE will house student files in locked file cabinets for confidentiality.

Student Information

The privacy and confidentiality of all official student records shall be preserved at OCtech in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Most all student information, such as applications, transcripts, etc. is kept in Student Services. Information related directly to the PTA program, such as health forms, immunizations, exams, lab practical rubrics, and consent forms, are kept in the offices of core faculty during the time a student is enrolled in the PTA program. Once a student graduates, these forms are shredded. Student grades are posted on D2L and are password protected. During orientation, students sign a FERPA form indicating who, if anyone, can receive information about the student.

Clinical Education

When on clinical education experiences, a policy exists that the facility must provide students with a private treatment area or office for all conferences.
HIPAA

The faculty of the PTA Program fully support the Health Insurance Portability and Accountability Act (HIPAA) which protects the privacy rights of patients. Under no circumstance will a student or faculty members be allowed to disperse information about a patient's health status with anyone not directly involved in that patient's care. Any information obtained in a medical record by a student or faculty member is to be used strictly for the purpose of patient care. All students and faculty associated with the PTA Program at OCtech will be HIPAA trained. Students will receive training during orientation and will sign a consent form verifying completion of training. Failure to abide by HIPAA regulations will result in removal from the PTA Program and possible fines and/or criminal charges. The ACCE will have on file in her office signed proof of participation in the training.

Other College Policies on Privacy and Confidentiality:

1. The privacy and confidentiality of all official student records shall be preserved at OCtech in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Each student has the right to inspect and challenge the accuracy of his/her records (College Catalog, page 36-37).
2. OCtech will disclose information from a student's academic record only with the written consent of the student. Exceptions to disclosure without student consent are listed on page 38 of the College Catalog.
3. Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion (College Catalog, page 79).
4. The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories:
   a. academic
   b. medical, psychiatric and counseling
   c. placement
   d. financial aid
   e. disciplinary
   f. financial
   g. veterans' affairs
Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:
   a. To instructors and administrators for legitimate educational purposes
   b. To accrediting organizations to carry out their functions
   c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
   d. The Chief Student Services Officer may release directory information as authorized by the college through federal and state privacy legislation.
   e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file (College Catalog, page 80)
5. In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the informal resolution process is not open to the general public. Accordingly, documents prepared in anticipation of the mediation and other information introduced at the mediation may not be disclosed outside of the mediation, except as may be required or authorized by law (College Catalog, pages 99-100).
6. The college will protect Complainants’ privacy to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused. The college will make every reasonable effort to abide by Complainants’ wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a respondent include: the seriousness of the alleged conduct; the Complainant’s age; whether there have been other complaints about the same individual; and the alleged violator’s rights to receive information about the allegations if the information is maintained by the school as an “education record” under the Family Educational Rights and Privacy Act (FERPA). All hearings are closed to all persons except those referenced in hearing section (VI, “Hearing Committee Meetings”; College Catalog, page 102).

7. Given the wealth of information that is transmitted via computers, OCtech has established policies on the use of computers for privacy and security purposes. These can be viewed in the College Catalog, pages 50-53.
Policy Number and Title: 5.4 Participation in Faculty Development

Page: 1 of 1

Authorization: _______________________________  Dean of Nursing and Health Sciences
PTA Program Coordinator

Initial Approval Date: 4-30-14  Last Review Date: 4-8-19
Last Revision: N/A

The College provides professional development for faculty at the College. The PTA Program budgets for further professional development opportunities annually to meet the needs of the program. Academic faculty of the PTA Program will ensure licensure is maintained and the thirty hours of required continuing education is completed within the two-year licensing period. Faculty are also expected to participate in any continuing education that will enhance the program, institution or student development as recognized by the FPMS, program assessment, student surveys, CCCE/CI surveys, Advisory Committee recommendations, or as faculty deems necessary.
Community members, faculty, and graduates associated with the program have the right to participate as members of the Community Advisory Committee. These meetings are held yearly with the intent to get feedback from stakeholders regarding community and program needs in an effort to guide decisions for program improvements.
The College supports faculty development and professional growth. The Faculty Performance Management System (FPMS), an annual college-wide faculty evaluative system, is used to evaluate performance for full-time, core faculty members. This system is meant to enhance faculty development by allowing faculty input into the establishment of goals and having Administration monitor them over the course of a year to provide direction as needed. Procedures for the FPMS are outlined in Sharepoint, the College’s private database for employees.

Adjunct and temporary employees are evaluated using a Peer Review Process that occurs each semester. Input is shared and professional development needs are determined by the Program Coordinator with input from the Dean of Nursing and Health Sciences.
Policy Number and Title: 5.7 CPR and First Aid Requirement

PTA Program Faculty are required to maintain current CPR and First Aid certifications. CPR must be through the American Heart Association.
Policy Number and Title: 5.8 Due Process

Page: 1 of 1

Authorization: ________________________________  Dean of Nursing and Health
                     Sciences  PTA Program Coordinator

Initial Approval Date: 4-30-14  Last Review Date: 4-8-19

Last Revision: 4-8-19

The College’s Student Code of Conduct allows students the right to due process. On page 79 of the College Catalog, it states, “At a minimum, any student charged with misconduct under this code is guaranteed the following:

- the right to receive adequate notice of the charge(s)
- the right to see and/or hear information and evidence relating to the charge(s)
- the right to present information and evidence relating to the charge(s)"

The College's policies on due process are specific to the individual nature of an issue that may arise with a student and are clearly delineated in the College Catalog and on our website at http://www.octech.edu/Content/Uploads/octech.edu/files/CollegeCatalog15-16%20(4).pdf. The entire Student Code of Conduct is detailed in the College Catalog on pages 77-102.
Policy Number and Title: 5.9 Institutional Organizational Structure

Page: 1 of 3

Authorization: _____________________________________________________________  
Dean of Nursing and Health Sciences  PTA Program Coordinator

Initial Approval Date: 4-30-14  Last Review Date: 4-8-19

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See Charts that Follow
Section 6: Clinical Education Policies

6.1 – Contractual Agreements with Clinical Sites Delineate Responsibility
6.2 – Clinical Education Experience Preference Form
6.3 – Student Notification of Clinical Placement
6.4 – Program Requirements for Clinical Education Experiences
6.5 – Review of Clinical Affiliation Agreements
6.6 – Patient Privacy and Protected Health Information
6.7 – Privacy Area for Conferencing
6.8 - Student Supervision During Clinical Education
6.9 – Student Performance and Conduct
6.10 – Name Badge
6.11 – Patient’s Right to Refuse
6.12 – Safety During Clinical Affiliations
6.13 – Dress Code for Clinical Affiliations
6.14 – ACCE Right to Other Considerations for Clinical Grading
6.15 – Latex Allergy
6.16 – Infectious Disease/Exposure Policy and Procedure
6.17 – ACCE Responsibility for Meeting Clinical Requirements
6.18 – Clinical Grading
6.19 – Removal of Student from Clinical Site
6.20 – Student Responsibilities for Clinical Education
6.21 – Failure to Meet Clinical Requirements
6.22 – Rights and Privileges of Clinical Education Faculty
6.23 – Clinical Education Overview with Entry Level Defined
6.24 – General Role of Clinical Education Personnel
6.25 – ACCE Responsibility for Clinical Education Assessment
6.26 – Professional Development for Clinical Educators
6.27 – Effectiveness of Clinical Experience
6.28 – ACCE Responsibility to Confirm Qualifications of Clinical Faculty
6.29 – ACCE Responsibility for Clinical Grading
6.30 – Clinical Site Selection
6.31 – Access to Clinical Education Handbook
6.32 – Assessment Tools to Manage the Clinical Portion of the Curriculum
6.33 - Additional Clinical Education Requirements
6.34 - Social Media Policy
6.35 – Clinical Attendance
6.36 - Grading Policy for Incomplete or Unsuccessful Clinical
The ACCE oversees creating, maintaining, updating, and reviewing all clinical contractual agreements. She must maintain a sufficient number of contracts with clinical sites to provide the quality, quantity, and variety of expected experiences to prepare all students for their roles and responsibilities as PTAs. It is also her responsibility to ensure written agreements are effective, current, and describe the rights and responsibilities of both the College and clinical agency. All written agreements should address the purpose, objectives, rights and responsibilities, who is responsible for patient/client care, supervision and evaluation of students, and procedures for reviewing, revising, and terminating agreements between the institution and clinical education site.
During orientation, students are asked to complete the Clinical Education Experience Preference Form to indicate the area in the State and/or type of setting he or she most prefers. The ACCE will do everything possible to honor student requests, but there are no guarantees that all students will be placed in the geographical area or specific type of practice setting requested. Student placement is subject to program requirements, facility agreement to accept a student, and the ACCE’s input as to student readiness for success in different settings and/or facility workload requirements. The ACCE is ultimately responsible for the decisions related to student clinical placements.

Multiple factors are considered when making clinical assignments. Examples include:

- A student’s prior experiences before entering the program and strengths/weaknesses identified during coursework and previous clinical rotations
- Program policy to place each student in one institutional dwelling and one community dwelling facility with one being in a rural area
- Location of the clinical facility
- Communication and learning style of the student
- Environment and teaching style of the facility/clinical instructor(s)
- Educational and personal goals of the student
- Consideration of student requests
- Proximity to OCtech
Typically, students are notified of clinical placement decisions a minimum of 4 weeks prior to the start of the clinical education experience. Students should be aware that last minute changes can and do occur due to unforeseen circumstances. Complaints and/or appeals of clinical placement decisions should be presented directly to the ACCE and are handled on a case-by-case basis. Students should be aware that depending upon clinical site availability, clinical experiences may be outside of the Orangeburg-Calhoun county areas. Substantial hardships related to travel should be presented, in writing, to the ACCE who may factor in those circumstances when making placement considerations. Students are not placed in facilities in which they are (or have been) employed, in which a family member is employed, or in other settings in which the ACCE deems there is a conflict of interests. Such conditions pose a risk of undue subjectivity in grading.
The PTA Program requires students to complete one clinical education experience in a facility where patients/clients are community dwelling and one where they are institutional dwelling. Community dwelling encompasses the outpatient orthopedic, neuro, pediatrics, schools, home health and adult daycare settings. Institutional dwelling includes patients/clients in hospitals, LTACs, SNFs, or acute inpatient rehab facilities. All students are also required to complete one of the two clinical education experiences in a rural environment.
OCtech’s PTA Program has a policy for reviewing clinical affiliation agreements to ensure that students are only assigned to facilities with a properly executed and current agreement in place.

The ACCE is responsible for ensuring contracts are current.

The clinical affiliation agreement is reviewed every three years or as needed by the Academic Coordinator of Clinical Education (ACCE), Program Coordinator, Dean of Nursing and Health Sciences and VP for Business Affairs. The ACCE creates, maintains, updates, and reviews the contract database such that every contract is reviewed twice a year (A-M sites in January and June; N-Z sites will be reviewed in March and August) in order to provide the facility with 6 months’ notice to renew the contract and make changes as necessary. The ACCE will notify the CCCE of the facility when a contract is within 6 months of needing to be renewed.

The ACCE maintains the contracts secured in files in her office and is responsible for reviewing and keeping the contracts current. Copies of the clinical affiliation agreement will be maintained at the College in locked files in the office of the ACCE. The clinical facility will also receive a copy of the agreement for their records. A signed copy of the contract must be in the PTA program's possession before a student will be allowed to begin a clinical affiliation. All contracts are available for on-site review.

The clinical site folders (for available clinical sites) contain:

- Clinical Site Information Form (CSIF) for the facility (if available)
- Student Assessment of CI and Facility form from students who have previously been assigned to the facility (if available)
- Midterm Clinical Data Sheet with information from the site visit and pictures of the facility (if available)
- Abbreviated Curriculum Vitae of the CCCE (if available)
- The “setting” category of the facility designated by folder color:
  - Acute: Gray
- Rehab: Yellow
- Out-patient: Green
- Nursing Home/Skilled Nursing Facility: Yellow
- Specialty: (Pediatrics, Wounds, Home Health, Schools): LightBlue
Policy Number and Title: 6.6 Patient Privacy and Protected Health Information

Students and faculty will adhere to the Health Insurance Portability and Accountability Act of 1996. HIPAA regulations protect the rights of patients, clients, or volunteers that may be used for educational purposes. All students associated with the PTA Program at OCtech will be HIPAA trained during orientation. The importance of following HIPAA regulations is clearly presented. Failure to abide by these regulations will result in disciplinary action and potential removal from the PTA Program. The ACCE will have on file in her office signed proof of participation in the training.

Each facility is also responsible for orienting the student to the HIPAA policies specific to their facility. We understand students will gain exposure to patient care protocols and other administrative policies that are specific to the clinical education facility. Under no circumstances, can any of these materials be removed from the clinical education site without direct approval by either the Clinical Instructor or the Center Coordinator of Clinical Education.
Policy Number and Title: 6.7 Privacy Area for Conferencing

Page: 1 of 1

Authorization: _______________________________ _______________________________

Dean of Nursing and Health Sciences PTA Program Coordinator

Initial Approval Date: 4-30-14 Last Review Date: 4-8-19

Last Revision: N/A

When on clinical rotation, the facility will provide and utilize private treatment areas or offices to hold conferences regarding student performance.
Clinical Instructors must provide appropriate student supervision based on applicable law and practice setting. The student should immediately report to the ACCE any incident of improper supervision, unethical, and/or unprofessional behaviors that he or she may witness by clinical instructors or any staff member at the facility upon which he or she is completing the clinical affiliation. Students will report weekly to the ACCE regarding interactions with the CI and supervising PT. The ACCE will be responsible for addressing any issues regarding improper student supervision.
The PTA program strives for student excellence in both academic and professional behavior. OCtech PTA students are expected to abide by the APTAs Value Based Behaviors and Standards of Ethical Conduct for the PTA during all program related on and off-campus activities. They must actively participate in the learning process during clinical experiences by asking questions and taking necessary actions to perform at expected levels based on course objectives. Students are to initiate professional interactions with everyone they encounter and show respect and appreciation for the learning experience they are receiving. When improvements can be made in performance or conduct, it is the student’s responsibility to actively engage in efforts to demonstrate progress. Failure to abide by these standards will result in a verbal warning, or documentation on an Anecdotal Record, Critical Incident Report, Written Warning, Academic Performance or Disciplinary Probation based on the nature of the event. This will lead to dismissal from the clinical site and PTA program if not corrected based on time frames for Action Planes, or is a serious violation of the Student Code of Conduct.

Anecdotal Record

Clinical Instructors can track student performance and conduct on the Anecdotal Record. This form can be used to document events that the Clinical Instructor feels the student can improve on. Events recorded on this form are minor and do not involve situations where the safety of a patient, the student, or another healthcare worker was at jeopardy. This record allows the Clinical Instructor to document the events that could be improved upon while including the people involved, setting, and a description of what was observed and how it could have been handled differently. This form can then be used to assist with goals for the Weekly Performance Sheet and for scoring the CPI. This form is signed by the student and Clinical Instructor after the event is discussed. The ACCE will review any Anecdotal Records during the midterm site visit. Students or Clinical Instructors will provide all Anecdotal Records to the ACCE at the end of each clinical affiliation.
**Critical Incident Report**

The Critical Incident Report is used to document poor student performance or behaviors that were critical to the safety of the patient, student, or other healthcare worker. The Clinical Instructor will complete this report and contact the ACCE who will request a copy. Entries should reflect an accurate depiction of each incident and should be free of bias. Disciplinary action will occur based on the nature of the critical incident, and will be determined by the ACCE.

**Written Warning**

A written warning may be issued to students for behavioral, attendance, or performance issues. Determination for issuing a Written Warning will be based on feedback from students, Clinical Instructors, Anecdotal Records, Critical Incident Reports, documentation on the CPI, Weekly Attendance Sheets, ACCE or Program Coordinator observation during onsite visits, Midterm Clinical Data Sheets, or Weekly Performance Sheets. A warning indicates that immediate action must be taken to improve the situation to avoid being placed on probation. A verbal warning for behavioral or performance issues that are minor, or a first time offense, will precede a written warning. Action that is more serious, or has occurred several times prior to the ACCE being notified, may warrant an immediate written warning, or possible probation. These situations will be determined by the ACCE and/or Program Coordinator based on information provided from the involved parties.

**Academic Performance Probation**

A student will be placed on academic probation if he or she has less than a "B" average at midterm in any course taken during Phase II of the program or if a student is found to be performing below average on a red flag area on the CPI or at any time during a clinical affiliation or does not show progress toward goals within established times frames after a written warning.

- Any student with a non-clinical course grade during Phase II of the program that is lower than a “B” average at midterm will be placed on academic probation. The student must meet with the course instructor to create a plan for academic improvement and sign the “At Risk” Communication Form indicating awareness of the high alert for course failure. He or she will be placed on the program’s retention alert system if not already on it. This could require additional work to support student success. Failure to show academic improvement, which is defined as a “B” average or above, by the end of the course, will result in the student being unable to progress in the program unless the student falls under the exception for spring semester identified in this handbook.
- Any student deemed to be performing below average on his or her clinical will be given a written warning with an action plan unless the deficit involves a red flag area on the CPI. In that case, the student will be placed on probation with an Action Plan. A student will also be placed on probation if progress is not made toward the established Action Plans according to the timeline on a written warning. This can happen at any time during the clinical affiliation and is not guaranteed to only happen during the midterm or final.
Disciplinary Probation

A student will be placed on disciplinary probation for any action outside of academic performance that could result in program dismissal. Faculty will attempt to precede all disciplinary probation with a verbal and written warning; however, the Program Coordinator does have the right to skip the verbal or written warning in severe offenses.

Examples of situations that would warrant disciplinary probation include but are not limited to, excessive tardiness, use of cell phones in class or lab, or unprofessional dress that continues after being issued a Written Warning. Any violation of the Student Code of Conduct such as cheating, theft, malicious acts, or intentional damage to property/ equipment of the PTA Program will result in an immediate probation without any verbal or written warning preceding it and referral to the Dean of Nursing and Health Sciences. A copy of the Student Code of Conduct is explained in the College Catalog (pages 77-102).

This policy applies to on and off campus events associated with the program, including field trips, community service projects, or clinical education. Progress toward the established Action Plan must be met within designated time frames to avoid program dismissal. In these more severe cases, College Administration will determine discipline which can be program dismissal.
Students are informed at orientation of the necessity to identify themselves as a "Student Physical Therapist Assistant" to all patients and healthcare professionals they are involved with while on clinical affiliations. They sign a consent form acknowledging understanding that a name badge is to be worn at all times that identifies the student as such. It is expected that name badges be worn at all times during patient care and have the student’s name and the words, “Student Physical Therapist Assistant” visible for patient’s to see.
Students will recognize that a patient has the right to refuse care by a student. No student will be required to treat a patient not wanting services by an unlicensed professional. In such an event, the Clinical Instructor or supervising physical therapist would be responsible for resuming care.
During orientation, students complete OSHA and HIPPA training taught by program faculty, pass exams on each with an 80% or higher score, and sign consent to abide by OSHA and HIPPA standards. Students are educated on body mechanics, universal and isolation precautions, and environmental setup during first semester of the program and these safety guidelines are challenged at a higher-level during semester two prior to them being able to progress to the clinical setting. While participating in a clinical education experience, students are expected to follow the emergency and safety policies and procedures of the facility where they are placed. Each clinical facility is responsible for student orientation regarding their policies and procedures. Emergency and safety guidelines of the particular facility will be discussed by the appropriate personnel prior to or on the student’s first day of attendance. Students are responsible for their own transportation to and from these off-campus educational experiences.
Policy Number and Title: 6.13 Dress Code for Clinical Affiliations

Students will be required to attend to the dress code established for clinical affiliations. The program promotes professional attire that is common to the physical therapy profession and health care facilities we contract with. Failure to follow dress code guidelines will result in removal from the clinical area with an absence for the day. The student will have to make-up the day at the discretion of the clinical instructor and will be issued a Written Warning. A second offense will result in a clinical probation. Further abuse of this policy will result in failing the clinical course.

Student Physical Therapist Assistants from OCtech will:

- Wear name badges that are visible at all times while in the clinical setting that clearly read Student Physical Therapist Assistant (SPTA)
- Wear white lab coats during clinical treatments if required by the facility
- Dress according to the designated clinical facility’s policy – if faculty employees wear scrubs, the student will also wear scrubs; if faculty employees wear khakis and a collared shirt, the student will also abide by this dress code
- Adhere to the smoking policies of the facility assigned
- Refrain from consumption of alcoholic beverages or other illegal substances during a clinical assignment
- Maintain proper appearance as followed:
  - Hair:
    - Female – must be clean and off the face; no unnatural hair color such as blue, green, purple, etc.
    - Male – moderate length with side burns being no longer than the tip of the ear lobe; mustache conservatively styled and neatly trimmed; beards may be worn at the discretion of the clinical site; no unnatural hair color such as blue, green, purple, etc.
  - Tattoos:
    - Must be covered at all times when completing a clinical education experience.
  - Jewelry:
    - Wedding rings and engagements rings are allowed
    - Only stud earrings are allowed; no long, dangling earrings are allowed
• No other jewelry or body piercing of any type will be allowed (including tongue jewelry, as it impedes communication)
  o Cosmetics and Scented Products:
    • Cosmetics may be worn in moderation unless it negatively impacts patient care
  o Fingernails:
    • Should be clean and short
  o Uniform:
    • Wrinkle free clothing to include scrubs or khaki pants with tucked in collared shirt
    • Clothes fit well (not too tight/loose or too long/short)
    • Clothes cover appropriate areas (no cleavage, underpants, or buttocks exposed during any activities)
    • Clean, closed toe shoes that are neutral in color
    • Undergarments should be appropriate (no colored designs under white pants)
    • Watch with a second hand is encouraged but not mandated
In unique circumstances, the ACCE holds the right to use other considerations to determine if a student is performing at Entry Level by the end of the program. The list below indicates the considerations that will be used for determining the final course grade for both clinicals, PTH 266 and PTH 276, and also Entry Level performance at the end of the program.

**Other Considerations Used by the ACCE for Final Clinical Grades (PTH 266 and PTH 276) and to Determine Entry Level Performance at the End of PTH 276 Required to Graduate (Adapted from the APTA PTA CPI 2009)**

In the event of unique circumstances, the ACCE holds the right to consider other factors when determining final course grades for PTH 266 or PTH 276 and Entry Level Performance at the end of the program.

These considerations include the following:

1. Student’s level of experience in the practice setting
2. Importance of each performance criterion
3. Specific expectations of the individual clinical site
4. Student progression toward goals on the Weekly Performance Sheets
5. Verbal and written comments/input made by the clinical instructor
6. Consistency of CPI scores and comments
7. Items marked with distinction on the CPI
8. Observation of student completing at least one treatment during the midterm onsite visit or any subsequent visits if needed
9. Observation of student’s professional behavior during the midterm onsite visit or any subsequent visit if needed
10. Information recorded on the Midterm Clinical Data Sheet
11. Student input on performance
12. Student’s ability to demonstrate knowledge on objectives not covered at a facility
13. Discussion board posts
14. Information on Anecdotal Records, Critical Incident Reports or Probation Forms

Should any of these considerations be considered, the ACCE will have strong evidence to support the validity of decisions made regarding student grades.
Students with latex allergies must inform the ACCE and Clinical Instructor of any latex allergies prior to beginning the clinical affiliation. An attempt to minimize exposure will be made by providing latex-free gloves; however, the student may be required to purchase their own to bring to the clinical site if supplies are not available.
PTA students should be aware of the potential for transmission of infectious disease in the health care environment. It is important for the student to be knowledgeable about and diligent in practices that will prevent accidental exposure. Students should at all times treat each patient as if they were a potential source of infection. This practice, known as standard precautions, includes guidelines for preventing contact with a patient's blood or body fluids. Rigorous adherence to these precautions will help ensure protection against HIV (human immunodeficiency virus), the cause of AIDS; HBV (Hepatitis B Virus), the primary cause of viral hepatitis, and all other blood borne infectious agents. All PTA students are required to practice standard precautions in the clinical and laboratory setting.

**Protocol for Clinical Exposure**

In situations of accidental clinical exposure, the following procedure will be followed:
1. The incident should be reported immediately to the Clinical Instructor, ACCE, and the Program Coordinator.
2. First-Aid will be administered as needed.
3. The Employee Health Nurse will be contacted if the clinical site has one, or the ACCE will be contacted and will coordinate with the agency to initiate the process for obtaining source blood and on-site testing.
4. If the facility does not offer on-site testing, the student will present to +RMC Employee Health office to have blood drawn and testing done.
5. If the source is positive, faculty will accompany the student to the +RMC ED and announce to intake staff what has occurred. The registration process should be by-passed. Treatment options will be explained by the ED physician to the student.
6. A Critical Incident Report including date, time, and place of occurrence, persons involved, detailed description of incident and actions taken will be sent to the Program Coordinator as soon as possible.
7. Student confidentiality will be maintained regarding the incident.
The ACCE must meet program requirements for student placement for clinical experiences. She must confirm that the curriculum allows students to have one clinical experience that is integrated and one that is a full-time terminal experience. The program requires students to complete one indwelling (institutional) and one community dwelling clinical experience with one of the two being in a rural area. Therefore, the ACCE must ensure an adequate number and variety of sites to offer quality experiences as well as meet program requirements.
Grading Policy for PTH 266 and PTH 276:
Clinical courses will receive a grade of Satisfactory Completion (SC), if all criteria are passed or Unsatisfactory (U), if they are not passed. The ACCE holds full responsibility of determining grades for this course. While input from the Clinical Instructor is considered, he or she does not hold the right to determine student grades. The following determinants will be used as criteria for computation of final grades. The student must earn Satisfactory Completion – SC in these courses to pass and continue in the PTA program.

GRADING SYSTEM:
Assignments: Pass/Fail
CPI: Pass/Fail
Clinical Performance Rubric: Pass/Fail

Criteria for a Grade of Satisfactory Completion
1. Complete all assignments according to the rubric with an “Acceptable” score by the last day of class; details of what entails an “Acceptable” score and the rubric can be found on the course syllabus and will be posted to D2L the first day of class.
2. Score at or above the expected performance level on the CPI at final as specified on each course syllabus.
3. Meet requirements for a “Pass” on the Clinical Performance Rubric scored by the ACCE the final week of each clinical; the rubric can be found on the course syllabus and will be posted on D2L the first day of class.

Criteria for a Grade of Unsatisfactory
1. One assignment marked “Unacceptable” as of the last day of class.
2. Score below the expected performance level on the CPI at final.
3. Not meeting criteria on the Clinical Performance Rubric as delineated on the course syllabus.
PTA Students should be aware that certain behaviors, including but not limited to the following, may result in immediate dismissal from the PTA clinical program:

- Unprofessional or unethical behavior on the part of the student/learner in accordance with APTAs Value Based Behaviors and Standards of Ethical Conduct for the PTA
- Failure on the part of the student/learner to meet any necessary academic requirements
- Criminal activity within the clinical site
- Use of alcohol, drugs or other toxic or foreign agents, which limits the student/learner’s ability to complete required duties in a safe, effective, and competent manner
- Possession of alcohol, drugs, or other toxic or foreign agents
- Positive drug, alcohol or other substance test result that prevents student from being able to complete clinical education
- Failure to consent to a requested background check, drug/alcohol screen, or Release of Information for Preparation of Clinical Rotation
- Background check results that lead to a student not being able to complete clinical education requirements
- Behavior that violates policies, procedures, or regulations of a clinical site that results in denial by the clinical site of student privileges to remain at the site
- Action which knowingly endangers the health or well-being of the student/learner, patient, staff, member, or visitor
- Vandalism or abuse of clinical equipment
- Violation of patient’s right/confidentiality
- Falsifying data and/or records
- Inability to show progress toward clinical, behavioral, or cognitive knowledge once an action plan has been established
- Failure to remain “current” with required immunizations, laboratory tests, or certifications.
Physical Therapist Assistant Program
Statement of Policy

Policy Number and Title: 6.20 Student Responsibilities for Clinical Education

Page: 1 of 2

Authorization: ________________________________ ________________________________
Dean of Nursing and Health Sciences PTA Program Coordinator

Initial Approval Date: 4-30-14 Last Review Date: 4-8-19
Last Revision: 4-7-17

Prior to Start of Program

• A Current 2 step PPD or Chest X-ray
• A Satisfactory Criminal Background Check
• 10 Panel Drug Screen
• Physical Exam Form
• Immunization Records/Update
• Consent for Information Release in Preparation for Clinical Assignment
• Current CPR and First Aid Certification

By End of May after Classes Begin

• Current Professional Liability Insurance Certificate (Must purchase and maintain while enrolled in the PTA Program)
• APTA Membership

Prior to Start of PTH 266 and PTH 276

• A grade of “B” in all Phase II coursework
• Satisfactory skills evaluation for required competencies and lab practicals
• Deemed safe and competent by program faculty on the Safety and Competence for Clinical Progression form
• Review CSIF and/or facility file in ACCE office
• Note any Clinical Facility Specific Immunizations or Other Requirements and make sure those requirements are met
• Student Data Sheet and Learning Style completed by student and either sent or ready to deliver to CI the first day of the clinical educational experience
• Student will contact facility by phone within two weeks (unless unforeseen circumstances exist) of start of clinical experience and discuss specifics with Clinical Instructor.
• 80% or higher on Professional Development Plan to avoid beginning clinical on probation.

During Both Clinical Experiences (PTH 266 and PTH 276)

• Report to facility at assigned time in proper uniform with OCtech student name tag on
• Ensure CI has student packet on first day of clinical education experience
• Abide by all facility rules and regulations
• Complete tasks as assigned by CI and contact ACCE should any questions arise
• Complete and submit clinical assignments to ACCE by the due date/time specified on course syllabi (PTH 266 and PTH 276)
• Meet with CI and ACCE as needed
• Participate in any facility related meetings, seminars and trainings
• Notify the facility and ACCE via phone call (text/email not appropriate) if student will be late, absent, or plans to leave early for any clinical day
• Maintain patient privacy and confidentiality at all times
• Practice in accordance to the APTA Standards of Conduct and Ethical Behavior for the PTA
• Make up any missed time not approved by ACCE and/or Program Coordinator
• Meet expected level of performance on CPI at midterm and final per syllabi
• Meet course objectives by passing the Clinical Performance Rubric per requirement
• Engage in interdisciplinary, collaborative care, PT/PTA relations, and any other opportunities offered.
Remediation or failure of the clinical educational experience can result if student is unable to meet requirements for either of the two clinical educational experiences as determined by clinical staff, the ACCE, and/or Program Coordinator. All students are informed of program requirements prior to attending clinical affiliations and if necessary while on clinic, given further explanation via written or verbal explanation.
OCtech is indebted to our clinical instructors who volunteer their time and knowledge to assist our program in meeting the clinical education requirements of the curriculum. Clinical instructors for our program are invited to participate in any of the following privileges extended to them by the College.

**Library Privileges**
Clinical Instructors have access to OCtech’s library resources through a password-protected code. This provides them with access to all databases with the most current professional literature.

**Advisory Committee Member**
Clinical Instructors are encouraged to provide feedback to faculty of the program at any time. Clinical Instructors are encouraged to participate as an advisory member for the program. Those who are interested in serving on the PTA Program Advisory Committee should contact the OCtech Physical Therapist Assistant faculty for more details.

**Professional Development**
Clinical Instructors have access to a password protected link on the PTA Program’s website that allows them access to forms, program changes, student supervision requirements, CPI assistance, and other training tools. In the event a more formal approach is needed for professional development, the ACCE will arrange a scheduled time for training with the Clinical Instructor(s) involved. This will allow the training to be individualized to the needs of those affected.

**Password Protected Access to Forms**
Clinical Faculty will have access to all required clinical education forms via a password protected link on the PTA program website. This will be effective with eliminating the need to send documents via email or fax every time a student is placed in a facility.
PTA Program Newsletter
The ACCE emails all CCCEs a newsletter twice a year that includes program information, updates, and changes.

Awards
The program awards a CCCE and CI of the Year Award each year during the PTA Pinning Ceremony. The CCCE Award is determined by faculty of the program based on information provided by the ACCE. The CI Award is determined by faculty based on nominations made by students.
During Phase II of the PTA Curriculum, students will participate in 14 full-time weeks of clinical education divided into two clinical education experiences. Students will complete two, seven-week clinical education experiences, one at the end of the fall semester and one at the end of the spring semester. This provides students with 560 total hours in the clinical setting. The sequencing of these experiences allows students to have clinical affiliations based off the academic course content taught at the time of each clinical experience. Clinical education allows students opportunities to practice and synthesize skills learned in the classroom. Each student will come to the clinic having at least a "B" in all Phase II course work and having successfully passed all course competencies. By the end of the final clinical education experience, we expect students to be able to function as entry-level Physical Therapist Assistants. The PTA program at OCtech supports the definition for entry-level Physical Therapist Assistants written in the Minimum Required Skills of Physical Therapist Assistant Graduates at Entry-Level and found in the Normative Model of Physical Therapist Assistant Education Version 2007.

The 2 definitions used by the program to define entry level Physical Therapist Assistant are:

- "Foundational skills that are indispensable for a new graduate physical therapist assistant to perform on patients/clients in a competent and coordinated manner under the direction and supervision of the physical therapist."

  Reference: APTA website at:

- The initial point of entry into the practice of physical therapy, characterized by successful completion of an accredited professional education program and the acquisition of a license to practice physical therapy. Also, a level of practice characterized by little or no experience as a licensed, practicing physical therapist assistant.

The following are generalized roles for the major personnel involved in clinical instruction for Student Physical Therapist Assistants. The full responsibilities for all positions can be found on the APTA website at www.apta.org.

**The Academic Coordinator of Clinical Education (ACCE)**
The ACCE is a full time, core faculty member of OCtech’s PTA Program. The ACCE is the team member responsible for the clinical education component of the program and coordinates with the clinical sites. General responsibilities include:

- Identifying clinical sites.
- Maintaining up to date clinical affiliation agreements with facilities.
- Educating clinical sites regarding curriculum, goals and objectives, program changes, and assessment procedures.
- Providing orientation materials to clinical educators regarding relative course work, rights and privileges of clinical educators and recognizing clinical instructors’ education needs.
- Assigning only qualified students to the clinical site.
- Conducting site visits to the facility.
- Communicating with facility, clinical educators and student during clinical education experience.
- Maintaining clinical education records.
- Maintaining accurate facility information folders.
- Evaluating the effectiveness of the clinical education portion of the curriculum.
- Reporting clinical education information to the Program Coordinator.
- Implementing and developing any Clinical Instructor workshops as deemed necessary based off clinical education evaluations.
- Coordinating various clinical assessment tools and processes.
Center Coordinator of Clinical Education (CCCE)
Each clinical site chooses a Center Coordinator of Clinical Education (CCCE) to coordinate the clinical education activities with the schools they contract with. This person assigns students to a qualified clinical instructor. The general responsibilities of the CCCE are:

- Assures clinical affiliation agreement with the College is complete.
- Assigns students to qualified Clinical Instructors
- Acts as the liaison between the College, the ACCE, and the facility
- Serves as the mediator for student and staff conflict resolution
- Insures the proper level of supervision is provided for the student
- Updates ACCE regarding changes to the clinical site
- Provides information to the ACCE or college as needed regarding facility needs and/or student placement for clinical education

Clinical Instructors (CI)
Clinical Instructors are the clinical educators for our PTA students. The CCCE of the facility assigns each student a CI that meets the OCtech PTA Program requirements for CIs. OCtech uses the APTA Voluntary Guidelines for Clinical Instructors. These guidelines require:

- CI has one year of clinical experience as a licensed PTA or PT in the state he or she supervises the student.
- CI demonstrates effective communication skills
- CI demonstrates effective behavior, conduct, and skill in interpersonal relationships
- CI demonstrates effective instructional skills
- CI demonstrates effective supervisory skills
- CI demonstrates performance evaluation skills
The ACCE is responsible for the assessment of the clinical education portion of the curriculum. She is in charge of distributing, collecting, assessing, and reporting results of all assessments involving the clinical education portion of the curriculum.
The ACCE is responsible for providing professional development opportunities for clinical educators as needed. She must communicate with clinical sites regarding curriculum, goals and objectives, program changes, and assessment procedures. She is responsible for providing orientation materials relative to course work, rights and privileges of clinical educators, and recognize educational needs of instructors. In addition to clinical site visits, she must communicate with clinical educators and students during each clinical affiliation and maintain clinical records. It is her responsibility to have at least weekly communications with clinical educators about program expectations and student progress/lack of progress. She must ensure clinical instructors are trained on scoring the Clinical Performance Instrument (CPI) and assess their effectiveness with accurate completion. If a need arises for professional development, the ACCE must implement and develop any workshops or training sessions to address the issue.
The ACCE is responsible for assessing the effectiveness of clinical experiences offered to students of OCtech’s PTA program. She oversees that the curriculum includes clinical experiences for students that are organized and sequenced in coordination with the didactic component. She collects data to assess the effectiveness of each clinical experience regarding the seven-week length and meeting course objectives. She has the responsibility of placing students in settings where physical therapy is commonly practiced and includes patients/clients with conditions frequently seen across the lifespan and continuum of care. She is accountable for placing students in facilities that allow opportunity for involvement with interprofessional practice, PT/PTA teams, and other experiences to enhance student learning.
The ACCE is responsible for confirming the ability of clinical education faculty to meet program and curriculum needs. Prior to placing a student, she must ensure Clinical Educators are qualified to provide clinical instruction to students of the program. Qualifications to serve as a Clinical Instructor for students of OCtech’s PTA program include the following:

- Must have at least one year of full-time post licensure experience
- Must have a current license as a PT or PTA in the State of South Carolina, or state upon which the student is completing the clinical
- Must be an effective role model and clinical teacher
- Certification through APTA recommended
The ACCE holds full responsibility for determining all final grades for PTH 266 and PTH 276.
Clinical education assignments are made by the ACCE or his/her designee. These placements are limited to the number of students a clinical facility can accept. Clinical sites are located throughout the State of South Carolina. Travel may be required to complete these clinical education experiences. The student is responsible for the arrangement of travel and housing as well as costs associated with the travel and housing. Student placement is dependent on student achievement of educational, health, and physical requirements of the college, and the clinical facility offering the opportunity. These requirements must be attained before the deadline announced by the ACCE. Health and physical requirements include completion of a physical examination, immunizations, and a 2-step PPD. Students must demonstrate capability to perform essential job-related functions of a physical therapist assistant per the Technical and Core Performance Standards, with or without reasonable accommodations, that are required of the program. Students must provide evidence of completion of a first-aid course, current CPR certificate through the American Heart Association (BLS), personal liability insurance, background checks and 10 panel drug screens. The ACCE maintains a comprehensive list of the clinical education facilities that affiliate with the program. These sites meet the required OCtech criteria which follow.

1. The facility has a designated CCCE.
2. The CCCE will ensure that the CI has at least one year's clinical experience prior to assigning a student.
3. The facility is receptive to the mission of OCtech and the PTA program.
4. The facility agrees to offer students access to patients with a variety of cultural and ethnical differences and diagnoses.
5. The facility provides access to equipment, supplies, and conference rooms.
6. The staff is committed to assisting the student with meeting the objectives for the specified clinical education experience.
7. The facility seeks to offer students experiences with interprofessional collaboration, PT/PTA team building, and other unique experiences as able.
The program also encourages clinical facilities to achieve the following APTA recommendations:

1. The philosophy of the clinical education site and provider of physical therapy for patient/client care and clinical education is compatible with that of the academic program.
2. Clinical education experiences for students are planned to meet specific objectives of the academic program, the provider of physical therapy, and the individual student.
3. Physical therapy personnel provide services in an ethical and legal manner.
4. The clinical education site is committed to the principle of equal opportunity and affirmative action required by federal legislation.
5. The clinical education site demonstrates administrative support of physical therapy clinical education.
6. The clinical education site has a variety of learning experiences available to students.
7. The clinical education site provides an active, stimulating environment appropriate to the learning needs of students.
8. Selected support services are available to students.
9. Roles and responsibilities of physical therapy personnel are clearly defined.
10. The physical therapy personnel are adequate in number to provide an educational program for students.
11. A Center Coordinator of Clinical Education is selected based on specific criteria.
12. Physical therapy Clinical Instructors are selected based on specific criteria.
13. Special expertise of the clinical education personnel is available to students.
14. The clinical education site encourages clinical educator (CI and CCCE) training and development.
15. The clinical education site supports active career development for personnel.
16. Physical therapy personnel are active in professional activities.
17. The provider of physical therapy has an active and viable process of internal evaluation of its affairs and is receptive to procedures of review and audit approved by appropriate external agencies and consumers.
Physical Therapist Assistant Program

Statement of Policy

Policy Number and Title: 6.31 Access to Clinical Education Handbook

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Authorization:_________________________________________  PTA Program Coordinator

Dean of Nursing and Health Sciences

Initial Approval Date: 4-30-14  Last Review Date: 4-8-19

Last Revision: 4-8-19

The PTA Program at OCtech includes two clinical educational experiences in conjunction with didactic learning in the classroom and lab setting. Each experience has its own specific syllabus and objectives. Students must successfully complete all classroom, lab, and clinical requirements to complete the curriculum of our program. Given that clinical education courses take place off the OCtech campus, a separate Clinical Education Handbook has been created to address policies and procedures specific to clinical education. The Academic Coordinator of Clinical Education (ACCE) will ensure clinical faculty have access to this handbook. This is to ensure the Clinical Coordinator of Clinical Education (CCCE) and Clinical Instructor (CI) have a clear description of the progress of each student through the curriculum, what courses and skills the student has successfully completed, and what is expected from each clinical education experience. All CCCEs and clinical educators of facilities with active/current affiliation agreements with the College will have access to the handbook via a password protected link entitled “For Clinical Educators” on the College’s PTA website or by email if requested.

Students will have the Clinical Education Handbook reviewed with them prior to both clinical experiences. The handbook will also be posted on D2L for their viewing at any time during the clinical experience.
The ACCE uses various assessment tools to obtain information about the effectiveness and management of the clinical education portion of the program’s curriculum. It is her responsibility to ensure these assessment tools are completed, the data is tallied, and the results are reported to the Program Coordinator. Some data collection tools used were created by the program and others have been obtained and are available on the APTA’s website at http://www.apta.org/Educators/Assessments/ACCE/DCE/.

**ACCE Input**
To assess effectiveness of the ACCE to manage the clinical education portion of the curriculum and to assess the ability of the clinical site educators, several assessment tools are used. The ACCE completes the ACCE Self-Assessment of Performance form annually at the end of spring semester to reflect on her management and leadership skills for clinical education. She also completes the Midterm Clinical Data Sheet to gather insight into the effectiveness of the Clinical Instructor and overall clinical experience. The Midterm Clinical Data Sheet is completed during all midterm site visits for each student enrolled in PTH 266 and PTH 276.

**Program Coordinator Input**
The Program Coordinator completes the Assessment of ACCE Performance form annually at the end of spring semester to give input into the effectiveness of the ACCEs capability to manage and lead the clinical portion of the curriculum. The Program Coordinator may complete the Midterm Clinical Data Sheet to assist the ACCE, however, the ACCE will be responsible for assessing the overall results of the clinical education portion of the curriculum. Once this is completed, the ACCE will give the Program Coordinator the results for faculty discussion, program assessment, and implementation of action plans as needed.
**CI Input**
To collect data on the Clinical Instructors’ perception of the ACCE’s ability to manage and lead the clinical education portion of the program, Clinical Instructors are asked to complete the Clinical Instructor Assessment of ACCE. They are also asked to complete the Clinical Instructor Self-Assessment of Performance form at the end of each clinical affiliation. This is so the ACCE can compare her assessment of the CI’s performance to the student’s and CI’s input. These assessment tools can be turned in to the ACCE via mail, email, in person, fax, or scan.

**Student Input**
Student feedback on management and effectiveness of clinical experiences is important to the program. To get input from students, they are required to complete a Student Assessment of ACCE and Student Assessment of CI and Facility form. These tools are turned in to the ACCE at the end of each clinical experience. These assessment forms can be turned in via mail, email, in person, fax, or scan.
Students are informed at orientation of the possibility for additional requirements by clinical facilities that differ from those mandated by the program. Some clinical agencies require clarification of or additional drug testing, background testing, work requirements, and immunizations. Students will sign a consent form acknowledging receipt of the information and willingness to abide by requirements of clinical education facilities if indicated.
Policy Number and Title: 6.34 Social Media Policy

Students will be informed of policies related to videotaping, audiotaping, photographing, or imaging during orientation. The program will allow the use of videotaping, audiotaping, photographing, or imaging for educational purposes only. Students will not be allowed to post any videos, audios, photos, or images of clinical instructors, staff, or patients during clinical affiliations on any social media site.

Further, students may not engage in the exchange of videos, audios, photos, or images of the above individuals during clinical training via messaging, texting, snap chatting, selfies, airdropping, or any other method of transfer unless the content is educational and approved by the facility. Any exchange of such educational information should only be transferred between instructors or other classmates in this year’s cohort. Students abusing this policy will be disciplined with the potential for removal from the program if policy violation continues. Students will sign consent of acknowledgement and willingness to abide by this policy at orientation with the admission offer being retracted should a student decline to sign.
Policy Number and Title: 6.35 Clinical Attendance

Attendance while on clinical education affiliations is mandatory and can result in dismissal from the program if the policy is violated. Students will be required to follow the schedule of the clinical instructor, which may differ from the College’s academic calendar. Clinical schedules will differ amongst students based on the facilities operating hours and work schedule of the Clinical Instructor. It is imperative that the students communicate information about clinical attendance to the ACCE. Students are expected to attend daily, during the clinical settings’ regular hours, for 7 consecutive weeks, totaling 280 hours. The ACCE has the right to impose additional requirements for a student missing clinical time due to lack of work available at a facility. This may include things such as researching diagnoses, observing at other facilities, or following other healthcare professionals.

Weekly Timesheet

Students will be required to complete a Weekly Timesheet that will be submitted to the ACCE each week of both of the seven week rotations. This timesheet will be completed and signed by both the student and Clinical Instructor before emailing or faxing it to the ACCE by the indicated deadline on the syllabus.

Holidays

The only excused holiday during the two clinical rotations is Thanksgiving Day which occurs during PTH 266 in the Fall. Students are allowed to attend clinic on Thanksgiving Day if the facility is open and the student chooses to do so, but the Clinical Instructor must be present. No discipline will occur if a student chooses not to attend clinic on Thanksgiving Day. If a clinical facility closes the day before and/or after Thanksgiving Day, the student will be excused without discipline; however, if the facility is open on the day before and/or after Thanksgiving, the student will be required to work. Students are required to communicate with the ACCE regarding the clinic’s schedule for this week.
Other Excused Days Off

Students will be allowed to miss a clinical day during PTH 276 to attend a mandatory Board Exam Review sponsored by the College or attend a SCAPTA Annual Conference if desired. Students must show proof of attendance to be excused without discipline.

Absences and Early Departures

If a student needs to be absent due to illness or other reasons on a scheduled clinical day, the student is expected to contact the Clinical Instructor and the ACCE at least 15 minutes prior to the beginning of the workday via phone. Texting and email are not an acceptable form of communication for an absence. If a student becomes ill or has an emergent situation occur during clinical time, he or she will need to leave the site with approval from the Clinical Instructor and notify the ACCE via phone. If the student is ill, he or she should remain out of the clinic until well and may need to submit a doctor’s excuse. The student will have to make up the time for the absence or early departure when it is convenient for the facility and Clinical Instructor. All make up time will have to be completed prior to the start of the Spring semester for PTH 266. For PTH 276, all make up days MUST occur prior to graduation for the student to graduate on time in May. If make-up time for PTH 276 is not completed by graduation, it MUST be completed by the end of summer semester for a July graduation or the student will not be allowed to progress in the program. Missed time cannot be made up after this deadline unless extenuating circumstances exist and the Program Coordinator approves. The ACCE should be notified of arrangements to make up clinical time. One unexcused absence, tardy, or failure to abide by the program’s policy for reporting an absence, will result in a verbal warning. A second offense will result in a written warning and a meeting with the ACCE or Program Coordinator to establish an action plan. Any further abuse of this policy, or failure to show progress toward the established plan, will result in probation and a referral to the Dean of Nursing and Health Sciences for discipline per the College, which could result in program dismissal.

Extenuating Circumstances

Students with extenuating circumstances, such as death of a family member, weather conditions, etc., approved by the Program Coordinator, will not be issued warnings or be put on probation per the above policy for unexcused absences or early departure. The decision as to whether the student will have to make up time missed for these extenuating circumstances will be determined by the ACCE and based on the amount of time missed as well as the student’s performance and needs for successful completion of the clinical affiliation.

Inclement Weather

The weather can vary significantly from city to city. The first concern is always student safety. Whether College classes are officially cancelled or not, it is the student’s responsibility to determine if it is safe to travel to clinicals. Students must accept the responsibility for their own safety and balance it with their commitment to learning and professional duty. If the student is absent or departs early from clinic for inclement weather, the student must call the Clinical Instructor and the ACCE. College faculty will determine if the time will be made up when it is safe to do so. Students should be informed that the College’s decision to open or close for inclement weather may or may not apply to them. Students should follow the decision of the clinical site unless travel is determined to be unsafe and the student notifies and gets approval from the ACCE and/or Program Coordinator.
The ONLY Automatically Approved Clinical Absences:

1. Thanksgiving Holiday during PTH 266
2. Board Exam Review Hosted by OCtech during PTH 276
3. Attendance at SCAPTA Annual Conference should a student choose to attend
Policy Number and Title: 6.36 Grading Policy for Incomplete or Unsuccessful Clinical

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Authorization: ____________________________________________________________
Dean of Nursing and Health Sciences                                        PTA Program Coordinator

Initial Approval Date: 4-30-14                                               Last Review Date: 4-8-19
Last Revision: 3-10-18

In the event a student is unsuccessful in PTH 266, Physical Therapy Practicum I, or PTH 276, Physical Therapy Practicum II, due to poor performance, he or she will be dismissed from the program and given a grade “U.” The student will be granted approval to reapply to the PTA program per the application process but is not guaranteed admission. If a student is removed from PTH 266 or PTH 276 due to positive drug or alcohol testing or due to unprofessional or unethical conduct, he or she will be given a grade of “U” and will not be allowed to reapply to the PTA program.

In the event a student is unable to complete PTH 266 due to illness or unforeseen reasons, other than poor performance, positive drug or alcohol testing, or unprofessional or unethical conduct, he or she will be granted the opportunity to make up the time missed prior to the beginning of spring semester. If the work cannot be made up prior to the beginning of the spring semester, the student will be given a grade of “W.” The student will be unable to progress in the program but will be allowed to reapply to the PTA program per the application process. There is no guarantee of admission.

In the event a student is unable to complete PTH 276 due to illness or unforeseen reasons, other than poor performance, positive drug or alcohol testing, or unprofessional or unethical conduct, he or she will receive a grade of “I” if the student chooses to complete the clinical experience by the end of the summer semester, or a grade of “W” if the student is unable to attempt completion of the clinical experience. If the student chooses to take an “I” and completes the clinical experience prior to the end of the summer semester, he or she will be issued a grade of “SC” if successful, or a “U” if unsuccessful. If the student receives a grade of “SC,” he or she will be awarded a degree at the end of summer semester. If the student receives a grade of “W” or “U,” he or she will not be allowed to progress in the program but will be allowed to reapply to the PTA program per the application process. There is no guarantee of admission. All requirements for PTH 276 must be completed by the end of summer semester unless extenuating circumstances exist and are approved by the Program Coordinator.