

Baker College

College of Health Science

Physical Therapist Assistant Program Handbook



2023-2024

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PART I

INTRODUCTION

This handbook contains information regarding the academic policies and procedures that govern the Baker College Health Science programs. Students will read this handbook and keep it with their school records for easy reference. By signing the Acknowledgement located at the end of the handbook, students acknowledge that they have read this handbook and understand the material presented. Students are encouraged to review the [Baker College Student Handbook](#) for detailed information on all Baker College policies.

THE PHILOSOPHY OF BAKER COLLEGE OF HEALTH SCIENCE PROGRAMS

The College of Health Science is committed to excellence through quality academic programs. This is accomplished by providing real-world laboratory and clinical experiences, professionally relevant resources and highly qualified faculty. Our success is evident and transparent as our graduates routinely exceed the national average pass rate on standardized certification exams.

MISSION

The mission of the College of Health Science, through a career focus, is to support the individuals and initiatives of Baker College healthcare programs with the common goal to develop quality, professional and compassionate graduates.

VISION

The College of Health Science aspires to:

1. Strive for excellence in the scientific, professional and humanistic aspects of each chosen profession.
2. Practice in a manner consistent with accepted, evidence-based guidelines, centered on quality, client and community relationships.
3. Modify practices and educational outcomes in response to changing trends in health professions.
4. Uphold high standards of academic performance.
5. Support the mission of Baker College through interaction with the greater community.
6. Adapt programs to meet professional and employer expectations.
7. Promote the value of lifelong learning for faculty, staff and graduates.
8. Foster open and collaborative relationships with other disciplines within and beyond health sciences.

ACADEMIC ADVISING

Health Science students may receive advising from **OneStop**. Once accepted, students may receive guidance from a program official. Any students with program specific questions are encouraged to seek out a program official.

CLASS SCHEDULES

The College reserves the right to change course schedules and/or cancel courses. Should it be necessary to change schedules, students will be notified via Baker email, mail or telephone. Students should check the Baker College Student Handbook on policies related to inclement weather. Additional information will be provided by the campus program official as necessary.

ATTENDANCE

Professional programs at Baker College are demanding and require students to be focused and committed. Important material is gleaned from each academic experience; therefore, regular attendance is crucial to student success. Students are expected to attend and be responsible for content presented in didactic, laboratory and work experiences. Many hours of self-directed study and preparation are required each week. Students are expected to be on time. Tardiness is considered unprofessional behavior.

Students are expected to make the appropriate and necessary arrangements in their work schedule and personal life as needed to meet the program requirements. If an unavoidable absence due to such events as illness or family emergency occurs, students must submit appropriate documentation. Reference the Baker College Student Handbook Attendance Policy for more information.

Attendance at Work Experiences, Clinical Internships or Fieldwork Experiences

Work experiences are based on site availability and determined by the College. If the student does not accept the work experience assigned to them and /or the site removes the student from the clinical experience, the college is not obligated to seek an alternative site.

Work experiences may require attendance up to 40 hours per week. Inability to perform at a full-time status may prevent the student from obtaining work experience placement. In the event the student is offered employment while participating in the work experience, a program official must be notified. Hours worked as a paid employee cannot be applied to work experience hours.

Students will abide by the following guidelines:

- Students will attend all scheduled sessions during the semester and will report all absences or tardiness to the work experience site and program official prior to scheduled start time. Students will not leave the work experience setting during their assigned hours unless they have followed appropriate work experience and program policy. Additional documentation may be required per program policy. Excessive absences, tardiness or unauthorized schedule changes may be grounds for withdrawal from the work experience.
- Students will not arrange clinical site placement unless instructed to do so by program officials.

- Students will accommodate didactic and work experience schedules that may follow a non-traditional format. This may include evenings, weekends and holidays.
- Students will arrive at the work experience setting at least 15 minutes before their scheduled time.
- In the event Baker College closes (power outage, weather, etc.), students will report to their work experience unless travel conditions are unsafe. If travel conditions are unsafe, the student must inform the program official and work experience supervisor of the circumstances that prevented attendance. Reference the Baker College Student Handbook Inclement Weather Procedures for more information.
- Any change in a student's schedule must be approved by a program official and work experience supervisor. The student is responsible to notify a program official promptly of any such change.
- Students must request time off for personal days, vacation or interviews. These events must be previously approved by a program official and work experience supervisor.

LEAVE OF ABSENCE

All time missed shall be made up under guidelines set by both the program and clinical site.

Military Leave - Students will be allowed to make up any missed time due to military duties.

Bereavement - Students who are absent from a clinical internship as a result of the death of a member of the immediate family will, upon notification and approval of the clinical instructor, will be entitled to release time not to exceed three (3) regularly scheduled days of clinical. Hours and/or competencies missed will be completed at a later date. Immediate family is herein defined as follows:

- Spouse ➤ Sibling
- Child ➤ Grandparent
- Parent ➤ Grandchild

Upon authorization from program officials and/or clinical instructor, bereavement leave may be granted for deceased persons not listed above.

OUTSIDE OBLIGATIONS

Completion of program requirements is demanding and it is recommended students limit outside employment and other obligations. Conflicts with other obligations are not considered sufficient reason for changes in course schedules, academic or clinical assignments.

PREGNANCY

Should any student suspect pregnancy, they are encouraged to report it immediately to a program official. This is voluntary on the part of the student. However, failure on the part of the student to notify a program official, in writing, of an existing pregnancy, shall absolve both the College and the clinical education center of any responsibility from an assignment to a potentially hazardous environment.

PROFESSIONALISM

Students will abide by the ethics and standards within their chosen career field throughout the program. This includes personal conduct, professional attitude, appropriate dress and the confidentiality of student, client and patient information. Any breach of these standards may result in dismissal from the program.

PROFESSIONAL CONDUCT

Students will adhere to the code of conduct/ethics outlined by the professional standards for each program. Students will address their instructors (didactic and clinical) using honorifics such as Dr., Mr., Mrs., Ms. or Miss at all times while in the program, unless otherwise instructed. See Baker College Students Handbook for additional professional conduct policies.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

HIPAA training will be provided to all undergraduate students in HSC 1010. Individual clinical agencies may also require students to participate and complete HIPAA training as it relates to that facility. Violation of HIPAA policies may result in expulsion from Baker College and/or civil or legal actions against the student.

CONFIDENTIALITY

The principle of confidentiality is one of the central, ethical responsibilities of all health professionals and will apply in all circumstances. Confidentiality regarding HIV/HBV status of students, faculty and staff shall be strictly maintained pursuant to federal and state laws. Confidentiality regarding patient care and information must be strictly upheld. Individual clinical sites may require students and faculty to sign confidentiality statements. Breach of confidentiality policies may result in student failure of the clinical experience, failure of the course or expulsion from Baker College.

SOCIAL MEDIA

Students will abstain from using personal cell phones, electronic devices and computers to take photographs or access social media while in a clinical or laboratory setting. The use of cell phones in the work experience setting may be prohibited by program officials and work experience site policies. Unauthorized use may result in dismissal from the work experience. Students must adhere to the Baker College social networking policy as stated in the Baker College Student Handbook.

ETHICAL CARE RESPONSIBILITIES

Students will provide quality and dignified health care to every patient regardless of their social status, race, ethnic background or diagnosis. Students will apply legal and ethical principles to the caring practice of their chosen field in a culturally diverse society. Client confidentiality is an essential element of ethical care.

APPEARANCE

Professional appearance may require a specified uniform. Student appearance should not be visually distracting or disruptive to the educational or clinical practice experience.

- Students will refrain from wearing low-cut tops and clothing that reveals trunk skin or under clothing when standing or sitting.

- Closed-toe shoes are required for laboratory and clinical settings.
 - Hair, sideburns, facial hair and nails are to be neat, clean and trimmed to a length that will not interfere with safety and performance of skills.
 - Attempts will be made to cover visible tattoos.
 - Facial piercing jewelry may not be allowed in laboratory and clinical settings.
 - Students will limit or avoid the use of perfumes, colognes, lotions or other products due to sensitivities and possible triggering of respiratory reactions. Students will not smell of smoke.
 - Students will practice proper personal hygiene.
 - Students will wear a form of identification at all times within the clinical environment.
- If students do not meet the appearance expectations, they may be sent home at the discretion of the work experience supervisor or the program official. Students sent home due to inappropriate appearance are responsible to make up the time missed. See program specific information for more detailed requirements.

SMOKING

Tobacco and smoking-related products are defined as any type of tobacco product or product intended to mimic tobacco products or the smoking or vaping of any other substances. This includes but is not limited to cigarettes, cigars, cigarillos, smokeless tobacco, electronic cigarettes, pipes, bidis and hookahs.

- Students will abide by the Baker College Smoking Policy. Reference the Baker College Student Handbook Smoking Policy for more information.
- Work experience sites may have additional guidelines the student must adhere to during the work experience.
- If students smell like smoke, they may be dismissed from the work experience for the day and will be required to make up the absence.

EMAIL COMMUNICATIONS

Faculty and staff at Baker College will only accept and respond to email communications generated from a Baker College email. Students will have a Baker College Email Account and are responsible for checking on a daily basis for important communications, updates and course changes.

CRIMINAL HISTORY AND BACKGROUND REQUIREMENTS

A criminal background check may be required prior to entering the professional track and/or work experience portion of the program. A report from state, federal and sexual offender databases may be required by clinical sites. Students having certain felony convictions or misdemeanors are not allowed in the clinical settings by law; therefore, students will not be allowed to enter the clinical environment. Credentialing bodies may prohibit individuals with certain criminal histories from taking a licensure exam. Students are urged to research their ability to become licensed in their chosen profession prior to applying to the program.

IMMUNIZATION REQUIREMENTS

Students may be required to provide proof of immunizations, boosters and/or titers, current TB test results and other screenings pertinent to their chosen profession. Effective January 2022, students in limited enrollment programs and open enrollment health science programs with clinical/work experience components in healthcare settings are required to have the COVID vaccination. Immunization requirements must align with specific clinical/work experience site policies.

Students are financially responsible for all immunizations, tests and titers needed for program requirements.

- [Baker College Health Information Form](#) which includes emergency contact information and affirmation that the student's immunizations are complete.
- *Tuberculosis Testing*: T.B. skin test, serological test or chest x-ray results must be submitted on an annual basis. Students will not have active or communicable tuberculosis. (documented 2-step once and then standard TB test annually as applicable to the individual student)
- *Varicella-Zoster Testing*: Provide documentation to verify immune status via serologic testing or documentation of immunization.
- *Measles, Mumps and Rubella Immunization*: Students born after December 3, 1956 will submit a valid immunization record documenting administration of this required immunization (MMR) and/or verification of immune status for measles and rubella via serologic testing. Boosters and/or titers may be required.
- *Tetanus/Diphtheria/Pertussis Immunization*: Students will submit a valid immunization record documenting a primary series and booster dose (Tdap) within the previous ten (10) years.
- *Hepatitis B Immunization Series*: Students will submit documentation of having received or in the process of receiving the Hepatitis B immunization series. A lack of the Hepatitis B series may prevent students from access to some clinical site placement.
- *Influenza Vaccine*: Most clinical locations require students to obtain an annual flu vaccine. This requirement will be enforced to enable students at Baker College to be placed in clinical rotations. Failure to meet this requirement may result in loss of clinical placement and failure to meet course objectives.
- Some clinical agencies may have additional health requirements for students other than those listed in this handbook. Students will be notified of those facilities requiring additional immunization/vaccines prior to the practicum start date.

Immunization Exemption

If certain immunizations conflict with the religious beliefs of students or are medically contraindicated, students should submit a statement of the same to the campus Program Director. Students should also submit a valid immunization record of other administered immunizations.

Clinical affiliates may refuse students who do not have all current immunizations. This may affect clinical assignments and could result in the inability to complete the program.

HEALTH INSURANCE

Students enrolled in the College of Health Science must have health insurance during the time in which they are in any clinical/work/fieldwork experiences. Students are responsible for all associated costs for health insurance. Please go to: <https://www.healthcare.gov/> for more information on securing health insurance.

BASIC LIFE SUPPORT (BLS) CERTIFICATION REQUIREMENTS

Students may be required to obtain and maintain Basic Life Support (BLS) for Healthcare Providers certification from the American Heart Association. Students may be required to provide their clinical facility with a current BLS certificate when requested.

PROFESSIONAL LIABILITY

Professional liability insurance covering students during the Baker College academic related clinical experiences will be provided by the College. This does not prevent students from obtaining their own professional liability insurance if they choose to do so.

Students are responsible for all costs associated with background, drug screens, immunizations, health insurance, BLS certification and all other items or services required by the work experience site.

ESTIMATE OF FEES

Item or Service	Average Range of Fees
Background Check – Required. Based on the number of counties of residence.	\$20 - \$50
Drug Screening – If required by a clinical site.	\$25 - \$50
Fingerprinting – If required by a clinical site.	\$68 - \$100
Immunizations/Titers – Required. Varies by student’s past immunization history.	Varies
Immunization Tracking – Required.	\$15 - 25
COVID vaccination - Required (Effective January 2022)	Varies
Clinical Placement Service – If required by Program or Clinical Site.	\$10 - \$25
Standardized Assessment Exam – Required.	\$85 - \$125
Basic Life Support/CPR/First Aid training - Required	\$50 - \$125
Other program associated costs – Varies by program.	Varies

Item or Service varies by program and/or clinical site

TRANSPORTATION

Work experiences occur at a variety of health care facilities that may be an extended distance from home or campus. Some clinical sites may be further than 100 miles away. Relocation may be necessary. Reliable transportation is necessary to assure prompt arrival and attendance. Students will have a backup solution planned in advance in the event their primary mode of transportation fails. If an overnight stay is required for a work experience, the cost will be at the student’s expense.

BLOOD BORNE PATHOGENS (BBP)

BBP Training will be given to each student based on program requirements. Reinforcement of the BBP training will be incorporated into lab and other selected courses. All students, faculty and staff have the responsibility to maintain and share the current knowledge regarding these guidelines. See program specific information for procedure to complete this requirement.

LATEX ALLERGIES

The goal of the College of Health Science is to provide a latex safe environment for workers and students. However, because latex can be found in a variety of products (erasers, wallpaper, paint, computer terminals, etc.), it is impossible to ensure a latex free environment. Students with a history of latex allergies or students with a history of allergic reactions should notify their instructors in laboratory courses where latex exposure may occur. If students suspect that they are experiencing a latex allergy while attending Baker College, they should notify the instructor as well as their Program Director. Students with latex allergies should consult with their personal health care provider regarding the impact of this allergy on health careers and treatment options.

Baker College will make all reasonable accommodations to provide latex free products for students who request them.

AFFECTIVE, COGNITIVE and PSYCHOMOTOR DOMAIN REQUIREMENTS

The curricula leading to a degree from the College of Health Science requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential knowledge, skills and functions. Combinations of cognitive, affective, psychomotor, physical and social abilities are required to acquire the knowledge and skills needed to perform the varied roles in healthcare. In addition to being essential to the successful completion of the requirements of a degree, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers.

The following motor, sensory, communication and intellectual requirements comprise the attributes a student must possess to meet program outcomes. See program specific information for more detailed requirements.

Affective Domain

- The student must be capable of responsive and empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Capacity to demonstrate ethical behavior, including adherence to the code of conduct of the student's profession, as well as applicable laws and regulations governing the healthcare profession.

Cognitive Domain

- Cognitive abilities necessary to master relevant content in courses at a level deemed appropriate by the College. These skills may be described as the ability to comprehend, memorize, analyze and synthesize material in a timely manner.
- Ability to think critically, prioritize, organize, utilize time management and demonstrate problem-solving skills.

Psychomotor Domain

- Ability to recognize one's own limits, both personally and professionally, as related to one's skill and knowledge.

- Capacity for the development of a mature, compassionate, respectful, sensitive and effective therapeutic relationship with patients and their families, including sufficient emotional and intellectual capacity to exercise good judgment and complete patient care responsibilities promptly and professionally.

Communication

- Ability to effectively communicate in English through speech, hearing, reading, writing and computer literacy using accurate and appropriate terminology with classmates, faculty, patients, their families, members of the healthcare team and individuals of all ages, races, genders, socioeconomic and cultural backgrounds.
- Students with hearing or speech disabilities will be given full consideration. In such cases, use of a trained intermediary or other communication aids may be appropriate if the intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the program at Baker College. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review this information to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program. The College complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will endeavor to make reasonable accommodations for participants with disabilities who are otherwise qualified.

Students seeking disability accommodations should contact the College Campus Department of Disability Services. The Department of Disability Services will determine a student's eligibility for accommodations and will recommend appropriate accommodations and services.

LIMITED ENROLLMENT APPLICATION AND SELECTION PROCESS

Full acceptance into the professional track of some programs is limited due to clinical or work site availability. Students compete to earn acceptance into these programs. All students having successfully completed the conditional acceptance requirements are eligible to apply. Admittance criteria for all limited enrollment health science programs feature a common set of prerequisite courses prior to acceptance to their selected program. Students have the opportunity to apply to multiple limited enrollment programs due to the common set of required courses used for the selection process.

Criterion II

Entrance Exam Score: Limited Enrollment programs require applicants to take an assessment test chosen by the College. Students are allowed to test one time per application period. Admission points will be added based on the highest score attained. Exam results are valid for 1 year.

Should two or more students obtain the same points during the selection process and are competing for the last available open seat in the program, students will be selected based on the highest overall GPA.

Reapplication after Non-Acceptance

Students reapplying to a program will complete the program application process including submitting a new application.

Reentry after Voluntary Withdrawal

Students previously awarded a seat in a Limited Enrollment program but voluntarily withdrew due to non-academic reasons, will provide verifiable documentation of mitigating circumstances to be eligible for reentry to the program. Voluntary withdrawal for non-academic reasons will only be approved one time. The Program Director and the Dean must approve program withdrawals to be eligible for reentry. Students may be required to audit previously completed core/major courses in sequence with a cohort. Students are responsible for any associated cost.

ACADEMIC CORRECTIVE ACTION PROCESS

Students who demonstrate unsatisfactory achievement of didactic or clinical performance levels and skills necessary to meet program outcomes will enter the academic corrective action process. This is a graduated process.

1. *Documented Verbal Warning*: A meeting with program officials. This meeting will detail the academic issue and review expectations. If satisfactory progress is not attained after the specified timeframe, students enter Program Academic Probation status.
2. *Program Academic Probation/Written Warning*: A meeting with program officials and the Director of Student Affairs and/or the Dean. This meeting will detail the consequences of failure to make measurable progress or an occurrence of a new or additional concern. A Learning Contract will be created that details the expectations, the method used to evaluate the student's progress and the timeframe for reevaluation. In the event students have not made significant progress or if an additional academic or performance issue is identified, students will undergo a Sanctions Review by an academic committee.
3. *Sanctions Review*: A formal meeting with program officials, the Director of Student Affairs and/or the Dean will be conducted. This meeting will detail the failure to progress and result in a decision by the Sanctions Review Committee. Where program dismissal is the resulting sanction, the decision is final and not eligible for appeal.

PROFESSIONALISM

Students in the College of Health Science are subject to the Baker College Code of Conduct. Additionally, students will adhere to the code of ethics of their profession. In the event students do not meet expectations, the College of Health Science provides the following policy:

When reports of violations are received, students will be notified and will be required to attend a meeting with the Program Director to discuss the violation. The Program Director, in consultation with other faculty or College administrators when appropriate, will determine specific sanctions to be imposed. In addition to the sanctions listed in the Code of Conduct, program-specific sanctions may be imposed up to and including suspension of clinical responsibility or expulsion from Baker College. In cases of recommended expulsion, the program official will consult with the Campus President and the Dean. Where expulsion is the resulting sanction the decision is final and not eligible for appeal.

REQUIREMENTS FOR GRADUATION

Students will pass all professional track courses with the minimum grade requirement to graduate with an undergraduate from Baker College. A minimum grade of B- (2.7) is required for prerequisite Health Science Courses (BIO, HSC). A minimum grade of C (2.0) is required for general education courses. Review program specific information for minimum grade requirements of individual programs.

PART II

PHYSICAL THERAPIST ASSISTANT PROGRAM OVERVIEW

The Physical Therapist Assistant (PTA) is a technical healthcare worker who performs patient care under the supervision of a licensed physical therapist. Typical settings include hospitals, rehabilitation clinics, private practice, geriatric care facilities, sport medicine centers, school systems and industrial sites. For information about the licensure examination see www.fsbpt.org/ExamCandidates.

ACCREDITATION INFORMATION

The Baker College Physical Therapist Assistant Program is accredited by:
Commission on Accreditation in Physical Therapy Education (CAPTE)
3030 Potomac Ave, Ste 100
Alexandria, VA 22314
Phone: 703-706-3245
Web address: www.capteonline.org
E-mail: accreditation@apta.org

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave, Ste 100, Alexandria, VA 22134; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the Physical Therapist Assistant licensure examination, that is required in all states.

It is the Program Director's responsibility to ensure that all accreditation activities and requirements are met and that the PTA Program remains compliant with CAPTE accreditation standards and policies. Specifically, the Program Director is responsible for:

- Submission of the required fees and documentation, including reports of graduation rates, performance on state licensing or certification examinations and employment rates
- Notification of expected or unexpected substantive change(s) within the program and of any change in institutional accreditation status or legal authority to provide postsecondary education

Coming into compliance with accreditation criteria within two years or the length of the program, whichever is shorter

STATE AND NATIONAL ORGANIZATIONS (MEMBERSHIP)

The American Physical Therapy Association (APTA) is a professional organization that represents Physical Therapists, Physical Therapist Assistants and Students of Physical Therapy. Members are represented by national leadership, chapters and special interest sections.

The Vision Statement for the Physical Therapy Profession, adopted by the APTA in 2013, is as follows: Transforming society by optimizing movement to improve the human experience. Membership is not required during the PTA Program though it's strongly encouraged. APTA members have online access to valuable resources including clinical practice guidelines and current evidence. Members will also receive a discount on conferences and continuing education courses. If the student is an APTA member at graduation, the student will receive a significant discount on membership up to 4 years post-graduation if renewed within 6 months after the expiration of the student membership.

American Physical Therapy Association (APTA)
1111 N Fairfax St
Alexandria, VA 22314 800-999-2782
www.apta.org

APTA Special Interest Sections: <http://www.apta.org/Sections/>

APTA Michigan Chapter
Michigan Physical Therapy Association (MPTA)
www.mpta.com

GOALS

The goal of this program is to provide students with appropriate didactic and clinical experience leading to successful licensure and entry-level employment in the profession of physical therapy.

MISSION

Our mission for the Physical Therapist Assistant Program is to graduate students who have obtained the knowledge and skills to become employed as licensed physical therapist assistants and become contributing members of the physical therapy profession and health care team in diverse settings.

PHILOSOPHY

The faculty and administrators of the Physical Therapist Assistant Program believe that technical, interpersonal and critical thinking skills are important components of a quality educational experience. In addition, teamwork, ethics and problem-solving skills are emphasized throughout the educational experience to ensure graduation of competent physical therapist assistants.

PROGRAM OUTCOMES

1. Exhibit professional and ethical conduct that reflects expectations of society and other members of the profession, APTA Standards of Ethical Conduct, and APTA Values-Based Behaviors for the Physical Therapist Assistant.
2. Using knowledge of scientific practice, anatomy and physiology and disease processes, performs in a safe manner that minimizes the risk to patient, self and others.
3. Use inter-professional teamwork to facilitate effective patient outcomes.
4. Demonstrate sensitivity to individual and cultural differences in all aspects of physical therapy services.
5. Communicate verbally and non-verbally with the patient, caregivers and other healthcare team members in an appropriate and effective manner.
6. Demonstrate critical thinking skills related to life span and across the continuum of care, as part of assessing patient status in order to implement and/or modify interventions, performed under the supervision of the physical therapist.
7. Performs safe and competent treatment interventions across the lifespan, consistent with the plan of care established by the supervising physical therapist.
8. Complete thorough and accurate documentation and billing in a timely manner consistent with legal and ethical standards.
9. Perform self-assessment to identify individual learning needs and implement plans for lifelong learning and career development, including, participating in public activities that promote health and wellness.
10. Prepare to sit for the National Physical Therapist Assistant Exam (NPTAE).

CODE OF ETHICS

APTA Standards of Ethical Conduct for the PTA

Students are required to abide by the APTA [Standards of Ethical Conduct for the PTA](#) at all times inside and outside of the classroom and during clinical education experiences. This includes remaining professional during personal contact with other students and patients, verbal and nonverbal communication and protection of confidentiality and privacy.

Students are not allowed to practice physical therapy outside the supervised lab or clinical experiences. Students who fail to comply with this policy will assume full risk and responsibility for their actions and the malpractice insurance provided by Baker will not apply. Students will not attempt to give or receive medical advice within or outside the Program.

Use of the title PTA:

The practice of physical therapy is legally regulated in Michigan by the Public Health Code. Section 333.18720 states “An individual shall not engage in the practice of physical therapy or practice as a physical therapist assistant unless licensed or otherwise authorized under this part.” (2020 Legislative Council, State of Michigan). If planning to practice outside of Michigan, students should refer to the practice act defined by the state for information.

SAFETY REQUIREMENTS

The following health requirements have been developed to maximize both student and patient health and safety:

- Any significant change in a student’s health status requires written notification to the Program Director. This includes any addition of medication or health conditions with the potential to cause impairment in movement, judgment, vision, thought processes and ability to perform safely in the lab or clinic. Each case will be considered on an individual basis and could require consultation with a physician or the submission of medical records.
- Students who become pregnant during the program are encouraged to complete a pregnancy waiver form at least quarterly that is signed by their physician and includes any limitations. The form is to be completed at each physician visit in the 3rd trimester.
- It is the PTA Program’s responsibility to ensure that all lab equipment and classroom materials are well-maintained and in safe and proper working order. Students are not allowed to use equipment that they have not been instructed on. Safe use of equipment procedures are posted in the lab. Mechanical equipment is inspected and calibrated yearly by Patterson Medical and current inspection stickers are present on all electrical and mechanical equipment in the lab. Non-mechanical equipment is inspected quarterly by the PTA faculty and replaced as needed. If equipment is deemed unsafe for use it will be removed from the lab immediately and the problem will be reported to the Program Director. Students, faculty and staff in the lab are responsible for reporting any equipment concerns or safety issues immediately to the Program Director.
- Students are expected to practice universal precautions in the event of possible exposure to hazardous materials or bodily fluids in the lab or clinic. Students will be instructed on proper precautions in the event of an emergency or exposure during the first lab-based course (PTA 2310) and are expected to use sound judgment and precautions as necessary throughout the program. This includes infection control protocols such as handwashing and wearing personal protective equipment as appropriate.
- Students have the right to be treated with safe and reasonable care by other students when practicing during lab sessions and open labs and during practical examinations. If at any time a student feels that his/her safety is at risk he/she should report it to an instructor and appropriate action will be taken immediately. In the event of an incident of injury or harm occurring during classroom or lab sessions or open labs, students should report immediately to the instructor and seek the proper medical care.

- PTA students will have access to the PTA lab during non-class hours provided the following conditions are observed to ensure safety:
 - ❑ A lab assistant or instructor is on campus.
 - ❑ Friends and Family are not allowed in the lab.
 - ❑ All students must be able to locate the emergency call box. This item will be identified on the first day of orientation.
 - ❑ All students must be able to identify emergency evacuation procedures located by the door of the lab.
 - ❑ Students are only allowed to practice techniques that have been previously discussed in class, no other procedures are allowed.
 - ❑ In case of an emergency, please contact Campus Safety.
- Campus Safety: All students must have their student badges on them at all times while on campus. In the event of an emergency, call the Campus Safety office. Please notify the dispatcher that a student is reporting an emergency or a crime and provide them with the location and related information. Members of the campus safety department are police empowered with all rights and responsibilities of their position. The Campus Safety Office also provides escort service and students can call the office to request an escort on campus or to their vehicle if they feel unsafe at any time.
- Off-campus safety: The same safety policies and procedures apply to students involved in off-campus activities such as field trips, off-campus laboratories and off-campus clinical experiences. In addition, students are required to follow the safety policies and procedures of the specific clinical education site at which they are a student. A field trip form is to be completed by the course instructor and field trip site prior to the field trip which outlines student safety and site responsibilities.

PROFESSIONAL REQUIREMENTS

The PTA Program at Baker College abides by the professional standards set forth by the APTA and behavioral expectation of the Generic Abilities document.

Core Values

Students are expected to demonstrate the seven core values of the profession of physical therapy as defined by the [APTA Core Values Document](#). Students will refer to and apply the Core Values throughout the technical program and be expected to demonstrate professionalism in all aspects of the student experience.

Values-Based Behaviors of the PTA

Students are required to behave in a manner consistent with the [Values-Based Behaviors of the PTA](#) established by the APTA. Students will be required to periodically assess their behaviors according to these standards and reflect on ways to alter behaviors accordingly.

Professional Behaviors for the 21st Century

Throughout the curriculum the PTA Program assesses student behaviors based on the [Professional Behaviors for the 21st Century \(2009-2010\)](#) which consist of 10 categories of behavioral expectations that have been determined to be essential to the successful performance of the duties of a PTA or PT.

STUDENT PROFESSIONAL DEVELOPMENT PORTFOLIO

Professional Development as a Physical Therapist Assistant encompasses commitment to learning, commitment to service and commitment to the profession of Physical Therapy. To promote development, each student will create a portfolio including experiences in these areas over the next year.

Professional Development Portfolio Requirements:

- Service Learning (4 hours required to graduate from the PTA Program)
 - Volunteer activities that benefit non-profit organizations or educational institutions
 - Activities must be related to the field of Physical Therapy

UNPROFESSIONAL BEHAVIOR

If a student fails to demonstrate professional behavior, consequences will be determined by the Baker College Corrective Action Process. Students may also be required to complete additional professional activities if a professionalism violation occurs. Examples of unprofessional behaviors include but are not limited to:

- Tardiness
- Use of devices for unapproved activities during class or lab
- Excessive talking in class
- Inappropriate language
- Non-compliance with dress code
- Disrespectful behavior towards other students or faculty
- Defensive behaviors when receiving performance feedback
- Unsafe lab practices

ACADEMIC REQUIREMENTS

Reapplication after Academic Dismissal

Students dismissed from the PTA Program for academic reasons may reapply to the program one more time with the approval of the Program Director. Students meeting this criterion may opt to apply to the campus of their choice (OW, RO or MU). Students reapplying to the program must complete the PTA program reapplication process including submitting a new application.

Students will be required to demonstrate competency in all PTA technical curriculum prior to withdrawal, which may include: auditing courses, re-taking courses and/or completing practical exams.

Reapplication After Voluntary Withdrawal

Students accepted in the Physical Therapist Assistant Program who choose to voluntarily withdraw due to non-academic reasons will be eligible for reentry into the program one time. Reentry must occur within one year of approval of the program director. Any requests for withdrawal and/or re-entry must be submitted to the Program Director in writing.

Students will be required to demonstrate competency in all PTA technical curriculum completed prior to withdrawal, which may include: auditing courses, re-taking courses and/or completing practical exams.

Program Dismissal for Behavioral Violations

Students dismissed for behavioral reasons including professional and/or ethical violations will be ineligible for reapplication to the physical therapist assistant program on any Baker College campus.

TECHNICAL SKILLS

In addition to the sensory, psychomotor, cognitive and communication requirements identified on pages 7-8, the following technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the PTA Program at Baker College:

- Access information from books, reference manuals, computers and paper and electronic medical records to accurately perform job functions and duties.
- Observe clients' response before, during and after treatment in close and distant proximity to maintain client safety and assess their performance.
- Physically move, position and transfer patients of varying ages, sizes and abilities.
- Transport heavy, wheeled equipment and clients in wheelchairs and/or stretchers.
- Demonstrate motor skills for safe and effective client-centered intervention.
- Provide assessment and treatment for clients with varied disabilities including clients who may be terminally ill, have transmittable diseases, psychiatric disorders, developmental disorders and other conditions.
- Utilize technology for coursework and client-centered interventions.
- Perform continuous physical work to fulfill clinical education course requirements.
- Demonstrate critical-thinking skills necessary for clinical decision making and problem solving.
- Demonstrate appropriate professional and procedural judgment decisions under stressful and/or emergency conditions, emergent demands and a distracting environment.
- Recognize potentially hazardous materials, equipment and situations and proceed safely in order to minimize risk of injury to patients, self and nearby individuals by referencing, utilizing and adhering to OSHA requirements such as MSDS (Material Safety Data Sheets) and universal precautions.
- Adhere to HIPAA, professional standards and code of ethics established by the American Physical Therapy Association, Baker College conduct guidelines and clinical sites policies and procedures to fulfill requirements of rotating schedules and heavy workloads and demonstrate personal accountability for actions and decision outcomes.

SUPERVISION REQUIREMENTS

Medicare defines the title of Physical Therapy Assistant as “a person who is licensed as a physical therapy assistant, if applicable, by the state in which practicing and has graduated from a 2-year college level program approved by the American Physical Therapy Association.” (42 CFR 485.703 Personnel Qualifications (c) (5)).

Blue Cross Blue Shield of Michigan defines the Physical Therapist Assistant as “one who has an associate degree from an accredited physical therapist assistant program and meets the state of Michigan’s legal requirements.” (Guide for Providers, Glossary).

Therefore, until a student has completed their AAS degree, they cannot promote themselves or their services as a PTA. This constraint also applies if during a student’s education, they are employed as a physical therapy technician or aide. The skills and techniques taught in this program exceed those of an aide and should not be applied inappropriately in the clinic.

LICENSURE REQUIREMENTS

Students must complete the following to be eligible for PTA Licensure in Michigan:

- Graduate from a physical therapist educational program that is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).
- Complete and submit application for licensure and fee, along with supporting documents to Michigan State Board of Physical Therapy.
- Complete fingerprint report and criminal background check from an authorized agency.
- Pass Jurisprudence exam
- Pass the National Physical Therapy Examination (NPTE) that is administered through the Federation of State Boards of Physical Therapy (FSBPT).
- Applicants for licensure must schedule, complete and pass the jurisprudence examination through PSI. PSI can be contacted by visiting www.psiexams.com or by calling PSI at 800-733-9267.

CURRICULUM DESIGN - SEQUENCING OF COURSES

[https://my.baker.edu/ICS/About_Us/Program_Information/College_of_Health_Science/Physical_Therapist_Assistant_\(AAS\)/](https://my.baker.edu/ICS/About_Us/Program_Information/College_of_Health_Science/Physical_Therapist_Assistant_(AAS)/)

COMPETENCIES

There are 8 courses in the PTA program that have lab components. These labs each have 4-5 “skill checks” or “competencies” which must be completed and passed successfully before taking the Cumulative Final Lab Practical at the end of each semester. The number of skill checks or competencies varies for each class depending on the material covered. Some competencies may be combined.

Each skill check, competency and final lab practical contains “critical safety” and “critical competency” elements that must be performed consistently throughout the test. Failure to demonstrate any “critical safety” or “critical competency” element results in an automatic failure of the skill check, competency or lab practical.

Students will be responsible for practicing skills during open lab times. Even though lab assistants will be present, the students are responsible for independent learning and practice.

Refer to the PTA Clinical Competency Notebook for further details.

CLINICAL HOURS

The clinical education component of the PTA Program is designed to give students an opportunity to assimilate and apply the concepts learned in the technical coursework. The following courses are required for successful completion of the PTA Program:

PTA2710 Clinical Education I (2 weeks, 80 hours)	Beginning of 3rd Semester
PTA2720 Clinical Education II (8 weeks, 320 hours)	Final Semester
PTA2730 Clinical Education III (8 weeks, 320 hours)	Final Semester

More specific information regarding clinical sites and dates will be given to students during the Professional Preparation course (PTA 2510).

Under no circumstances should students contact clinical sites to arrange placements. The Director of Clinical Education (DCE) and other faculty in the PTA Program have put a considerable amount of time into developing collaborative relationships with the clinical faculty, including the arrangement of contractual agreements. All site contacts will be made by DCE. Students are expected to bring any questions or concerns about clinical education to the DCE in a timely manner.

The students' preferences for site selection will be considered during the assignment of clinical sites, but the final determination will be that of the DCE. Clinical education is an essential learning experience and it is the student's responsibility to fulfill the obligations set forth by the specific sites regarding hours, performance and supervision. The DCE is responsible for assigning final grades for the Clinical Education Courses.

ACKNOWLEDGEMENT

I have read and understand the contents within the Baker College Physical Therapist Assistant 2023-2024 Program Handbook. I understand that I am responsible for the information it contains regarding the Physical Therapist Assistant Program.

I further understand that it is my responsibility to contact an advisor or the Program Director if I have any questions regarding admission into, remaining in or re-entering my program.

I agree to abide by the policies and requirements as stated in this 2023-2024 handbook.

I understand that I must abide by the professional ethics and standards accepted by professionals in my career choice. Confidentiality of health care information is a must. Adherence to the dress code, personal conduct and professional attitude are professional requirements.

The policies and procedures within the Baker College Physical Therapist Assistant Program Handbook are subject to change to better meet educational needs. Any changes will be communicated to the student. I understand that I am responsible to adapt to any changes that are made to the Program Handbook.

I understand that I may need to undergo a criminal background investigation in order to enter and complete the Physical Therapist Assistant Program.

Print Name

Student Number

Student Signature

Date

College Representative

Date