

# Physical Therapist Assistant Program

## PROGRAM HANDBOOK

2022

2023



**ALLEGANY COLLEGE**  
— *of* MARYLAND —

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**Allegany College of Maryland- Physical Therapist Assistant  
PROGRAM Handbook  
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## THE PHYSICAL THERAPIST ASSISTANT PROGRAM HANDBOOK

Many healthcare practitioners and facilities in the community and the surrounding Tri-State area cooperate with Allegany College of Maryland (ACM) to provide Physical Therapist Assistant (PTA) students the opportunity to participate in a variety of didactic and clinical learning experiences.

This Handbook was developed to provide necessary information and guidelines for all involved in the educational process, including:

1. the student PTA (SPTA)
2. the faculty members of the PTA Program at ACM
3. the Center Coordinator of Clinical Education (CCCE) at each clinical education facility
4. the Clinical Instructor (CI) at each clinical education facility

The purpose of the *PTA Program Handbook* is to serve as a personal reference for the policies and procedures of the PTA Program. All PTA students are responsible for knowing and complying with the material contained within this Handbook.

This Handbook is to be used in conjunction with the *Allegany College of Maryland Catalog* and *Student Handbook* that is available at [www.allegany.edu](http://www.allegany.edu)

- To access the *College Catalog*, click on Programs & Courses then Credit Catalog
- To access the *Student Handbook*, go to Search on the homepage and type Student Handbook.

This Handbook is distributed to all new PTA students at the Program Orientation and located on the PTA Program Website. (To access this Handbook, click on [www.allegany.edu](http://www.allegany.edu), > Programs & Courses> Health & Medical> Physical Therapist Assistant> PTA Program Handbook)

There is also a *PTA Program Clinical Education Handbook* that is distributed at the beginning of the first semester of the clinical phase of the program.

Interpretation and clarification of the policies and procedures found in both the *PTA Program Handbook* and The *PTA Program Clinical Education Handbook* may be obtained from the program director.

This Handbook may be revised or supplemented at the discretion of and upon the authority of the program director (PD) and PTA program faculty. New or revised policies and/or procedures will be established by the PD when appropriate in response to local concerns & changing program needs. Supplements will be mailed and/or delivered to the student in the form of a memo.

Please note for simplicity, the following references will be abbreviated as shown below:

Resource Full Name	Resource Abbreviated Name
<u>Allegany College of Maryland Student Handbook</u>	<u>Student Handbook.</u>
PTA Program Handbook	Program Handbook
<u>PTA Program Clinical Education Handbook</u>	Clinical Handbook
The Physical Therapist Assistant Program	The Program
Allegany College of Maryland	The College



## **I. ALLEGANY COLLEGE OF MARYLAND (ACM)**



## **A. ACM- History**

Allegany College of Maryland was founded in August of 1961 by a resolution passed by the Allegany County Board of Education and approved by the Allegany County Commissioners. The college, which now has separate governance under a Board of Trustees, is an example of the rapid growth in the development of Maryland's community college system.

Allegany College of Maryland was established to provide low-cost, high quality, higher education for the residents of the area. Its accessibility to the county's center of population permits students to live at home, thus saving a substantial part of out-of-pocket costs for a college education.

Although heavy emphasis was placed on liberal arts transfer programs in the College's early development, in recent years the College has developed highly specialized curricula, including those in the technological and pre-professional areas, as career programs to satisfy identified needs of the region. Ever cognizant of its responsibility to an industrial area pocketed in Appalachian western Maryland, Allegany College of Maryland has accepted a mission to make tangible contributions through higher education to the economic and cultural growth of the area. Through its Board of Trustees, the College presents a dimension of learning that prepares men and women for the excitement and satisfaction of creative lives.

## **B. ACM- Philosophy**

In developing and implementing the offerings of the College, the Board of Trustees, the faculty, and the staff have steadfastly held, and continue to hold, the following beliefs:

1. We believe in democracy as a way of life, and in both the freedoms and responsibilities inherent in a democracy. We believe in preparation for active participation in a democracy.
2. We believe that education is a process by which certain objectives of society are reached. We believe that education is sustained, utilized, and protected by society.
3. We believe that our college, as an essential and integral part of the American way of life, has a direction relationship and responsibility to the community to serve as a leader in educational thought and practice. To this end, the educational resources of the institution are made available for use by the community.
4. We believe that education embraces knowledge, training, and aspiration. Consequently, we believe in the dissemination of knowledge, the liberation of minds, the development of skills, the promotion of free inquiry, the encouragement of the creative or inventive spirit, and the establishment of a wholesome attitude toward order and change, with an emphasis on ethical and legal concerns.

5. We believe that we should educate broadly through a program of general education which introduces the students to the basic fields of knowledge - the arts and humanities, English composition, social and behavioral sciences, mathematics, and the biological and physical sciences.
6. We believe that it is our responsibility to guide students in the exercise of self-direction and self-discipline in the solution of their problems, and to instill in them the desire to continue education as long as they live.
7. We believe in the development of the total personality - intellectual, social, emotional, spiritual, physical, and ethical.
8. We believe that knowledge alone is not good enough. Ethics is indispensable; therefore, our program emphasizes appreciation of and response to beauty, truth, and justice, thus contributing to the general cultural development of the community through the individual.
9. We believe in the cooperation of the college with all segments of its service area and in the continual evaluation of the College, its purpose and program, to the end that it may contribute to the maximum development of the individual and the area.

**C. ACM- Vision:**

We will be the college of choice that transforms lives, strengthens communities, and makes learners the center of everything we do.

**D. ACM- Mission:**

We deliver diverse and relevant education centered around student success in a supportive and engaging community.

**E. ACM- Values:**

<i>QUALITY</i>	We improve through assessment.
<i>INTEGRITY</i>	We promote honesty and trust.
<i>RESPECT</i>	We foster dignity and worth.
<i>OPPORTUNITY</i>	We provide innovative choices.
<i>WELLNESS</i>	We promote healthy lifestyles.

**F. ACM- Mission- Based Guiding Principles:**

1. To provide convenient geographical access to post-secondary education to people within the service region of the college.
2. To provide financial access to a college education by assuring reasonable tuition rates, comprehensive financial assistance, and college scholarship opportunities.
3. To provide quality education and services, in a safe and comfortable environment, at a reasonable cost.
4. To support an environment that promotes quality teaching and learning.
5. To promote a college that enhances lives and the community through education and service.
6. To instill in our students a philosophy of life-long learning.
7. To foster a pro-learning campus environment that embraces the values of Allegany College of Maryland.
8. To develop the technical competence and knowledge and other essential skills that prepare students for direct entry into the workforce, for career change and advancement, or for transfer to another college or university.
9. To continually assess our programs and services in order to promote and encourage continuous improvement.

**G. ACM- Expectations:**

ALLEGANY COLLEGE OF MARYLAND | STUDENT & LEGAL AFFAIRS  
EXPECTATIONS

Our Mission: Allegany College of Maryland is a lifelong learning community dedicated to excellence in education and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society. . . . .

**EXPECTATION #1: Attend Class.** Go to each of your classes each time it meets. Be on time and stay for the entire class session. If you must miss class because of illness or emergency, check your course syllabus to know the instructor’s attendance policy. Make up any missed work promptly. (It is vitally important that you read each course syllabus! It contains what you need to know to be successful in that class; it also tells you what each individual instructor’s expectations are.)

**EXPECTATION #2 Do the Work.** It is true that for every hour you spend in class you should study two hours outside of class. (If you are taking 12 credits, you should be studying/doing homework 24 hours each week.) Read each assignment. Turn in your homework when it is due.

**EXPECTATION #3: Ask for Help.** If you are having problems with a class or an assignment, help is available. See the instructor. Go to the Student Success Center for a tutor. Form a study group with classmates. Meet with your advisor. But don’t wait until it is too late! Waiting until the final weeks of a semester is unlikely to help.

**EXPECTATION #4: Read the Handbook.** The Student Handbook is full of useful information to help you negotiate the often-roiling waters of college life. It also details the responsibilities of campus citizenship. (Ignorance of the rules is NOT an excuse for breaking them.) The answer to virtually any question you have about Allegany College of Maryland is in this Handbook.



**EXPECTATION #5: Respect Others.** One of the College's Core Values is Respect. Showing respect means many things, including being courteous in the classroom, hallway, library, cafeteria, courtyard, parking lot – anyplace you encounter other people. Respect also means treating others as you would like to be treated; insulting, humiliating, judging, or ignoring another person hurts feelings. Shouting and cursing are always inappropriate in a learning environment.

**EXPECTATION #6: Be Responsible.** We trust that you meet all obligations that are part of attending college. As an adult, you must learn to read all notices given to you, mailed to you, or posted for you to read, to show up for work study assignments, to pay your bills on time, and to manage problems/issues yourself without demanding special treatment or immediate gratification.

**EXPECTATION: Professionalism Standard.** You will also be expected to follow the Allied Health Programs Professionalism Standards. (See Appendix B for Details).

College is about more than merely attending classes and getting grades. College is about finding and creating opportunities to grow. It is about learning independence, making your own decisions, and becoming a community citizen. We are here to help you learn those things, too.

We promise to treat you with respect, to give you quality education, to act with integrity, to provide you with opportunities to learn and to grow as a person, and to promote wellness in mind, body, and spirit. That's our part. You must do yours.

## **H. Grievances and Complaint Processes**

As an educational institution engaged in continuous and systematic evaluation for improvement, Allegany College of Maryland welcomes comments, suggestions, ideas, and constructive criticism from current and prospective students, employees, community members, and other persons affiliated with the College. Individuals in the community who do not have a formal affiliation with the institution or any particular program are also encouraged to provide feedback. Complaints should be submitted in accordance with established procedures.

The College has various policies and procedures to file a complaint for students (see Grievance Policies in the *Student Handbook*) and employees (see Grievance Policy and procedure in the *All College Human Resources Policy/ Manual*). Individuals who do not have a formal affiliation with the institution or any particular program and fall outside of due process for grievances should refer the PTA Program Website for the [Policy for Public Complaints](#) link.

Records of complaints about the program, including the nature of the complaint, the disposition of the complaint, and how the complaint was resolved will be maintained by the program. Please note, any person (student, faculty, staff, or individuals falling outside of due process) who has a complaint must be able to communicate the complaint with confidence that it will be heard and acted upon appropriately- without risk of retaliation.

In addition, the Commission on Accreditation in Physical Therapy Education (CAPTE) considers complaints about programs that are accredited, or are seeking accreditation by CAPTE, and complaints about CAPTE itself. Please refer to [www.capteonline.org/complaints](http://www.capteonline.org/complaints) for more details about this process.

## **I. Policy Mandates**

Allegany College of Maryland is required to inform prospective and current students of important College policies including Non-Discrimination, Title IX, Child Abuse Mandated Reports, Clery Act, Heroin & Opioid, Drug and Alcohol Use, Academic Disabilities, FERPA, Accreditation, and Medical Disclosure Procedures. Please access the following link <https://www.allegany.edu/policy-mandates/> for a current detailed narrative of these policies and mandates.

### **NON-DISCRIMINATION STATEMENT**

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

### **NON-DISCRIMINATION POLICY**

Please refer to the link below:

<https://www.allegany.edu/legal-information/documents/Non-discrimination-Policy-Final-2020.pdf>

### **TITLE IX**

Allegany College of Maryland prohibits sexual misconduct and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-152, by email or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, visit our Title IX webpage.

### **CHILD ABUSE MANDATED REPORTS**

Allegany College of Maryland complies with Maryland law which requires all educators to report suspected child abuse. By law, educators are mandated reporters which means that if an educator suspects child abuse has occurred or if a person discloses that child abuse has occurred, the educator is required to make a report to Child Protective Services. A report must be made if regardless of when, where, or by whom the abuse occurred. For detailed information about Mandated Reporters including how to make a report, see website under policy mandates.

The College provides free counseling services. Also, the College's Title IX policy may also apply, so be sure to see the Title IX information.

### **CLERY ACT**

A report on Allegany College of Maryland's Campus Security Policies and Crime Statistics (34 CFR Part 668) and the Clery Act, 20 U.S.C. 1092 (a) and (b) in

accordance with the FBI Uniform Crime Reporting (UCR)/National Incident-based Reporting System (NIBRS) is available in the Office of the Dean of Student and Legal Affairs (College Center, room CC-152) or through the Department of Campus Safety and Special Police webpage.

### **HEROIN & OPIOID POLICY**

Allegany College of Maryland recognizes drug and alcohol abuse/addiction as a health risk; the dangers associated with heroin and opioids are gravely concerning to this institution. The college urges everyone to be informed and offers educational resources(including treatment information). All new, full time students are required by Maryland law to participate in heroin/opioid training. In an overdose emergency, call 911. If you have any questions or concerns or if you need help, contact the Department of Campus Safety and Special Police by email or by phone at 301-784-5252 or the Office of Student & Legal Affairs by email, or by phone at 301-784-5206. \*Allegany College of Maryland prohibits the possession and use of drugs and alcohol on all college property and in all college-affiliated activities without the express permission of the College President.

### **DRUG AND ALCOHOL USE**

Allegany College of Maryland supports the efforts of the State of Maryland and the United States to provide workplaces and learning centers free of illicit drug use and free of unlawful alcohol use. The College supports the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act Amendments of 1989, and drug and alcohol abuse policies of the Maryland Higher Education Commission.

It is the College's intention to provide and maintain a work environment for employees and students that is drug-free, healthful, safe, and secure. When a student is on campus, the student is expected to be in an appropriate mental and physical condition, free of any illegal drugs/alcohol and capable of fulfilling their daily duties. Violations of this Policy statement shall be immediately addressed by the College and may result in disciplinary action which could include expulsion. The College may also refer violations for criminal prosecution by civil authorities where circumstances warrant.

### **ACADEMIC DISABILITIES**

In compliance with federal 504/ADA requirements, Allegany College of Maryland supports the belief that all otherwise qualified citizens should have access to higher education and that individuals should not be excluded from this pursuit solely by reason of handicap. The College is committed to the inclusion of students with disabilities within all areas of college life. Therefore, support services are intended to maximize the independence and participation of disabled students. Further, the College complies with applicable state and federal laws and regulations prohibiting discrimination in the admission and treatment of students.

Any student who wishes to receive accommodations must register with the Academic Access & Disability Resources Office, providing documentation of the declared disability. Once documentation is received, the Director will establish eligibility for specific accommodations based on the student's documented functional limitations and the essential functions of each course. Any student who wishes to declare a disability

should contact the [Academic Access & Disability Resources office](#) at 301-784-5234. For more information visit the [Academic Access & Disability Resources](#) webpage.

## **FERPA**

In compliance with the Family Educational Rights and Privacy Act of 1974, Allegany College of Maryland will not disclose any information from the students' educational records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students, other persons, or other lawful exception. At its discretion, the institution may provide directory information to include: student name, address, field of study, degrees/awards, and full- or part-time status. Students may withhold directory information by notifying the Registrar in writing within two weeks after the first day of class for each semester. Request for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Registration Office.

## **ACCREDITATION**

Allegany College of Maryland is accredited by the Middle States Commission on Higher Education, 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104-2680; 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The College is also accredited and approved for operation by the Maryland Higher Education Commission, 6 North Liberty Street, Baltimore, MD 21201; 1-800-974-0203. The Pennsylvania Department of Education has granted certification to the Allegany College of Maryland campus in Bedford County and to the academic programs offered.

## **MEDICAL DISCLOSURE PROCEDURE**

Students are responsible for their own health and should always consult a qualified health care provider if a health or medical condition interferes with the students' ability to attend class in excess of what is permitted by the course syllabus or program requirements or to participate in an essential class function. Medically necessary absences will be excused with documentation from a qualified health care provider; students are responsible for contacting the instructor about if/how to complete any missed work.



## **II. PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM**



## **A. PTA- History/Background**

The Physical Therapist Assistant program graduated its first class in 1996, and has undergone reaccreditation by the Commission on Physical Therapy Education (CAPTE) in 2001, and 2011. Our next site visit is scheduled for 2021. Physical Therapist Assistant is an Associate in Applied Sciences Degree designed to provide students with the knowledge and skills necessary to prepare for the national licensure examination and for state approval as a Physical Therapist Assistant, enabling them to be employed as a Physical Therapist Assistant and provide patient services under the supervision of a Physical Therapist. We strive for success and closely monitor our student progression both in the classroom and after employment. Please see our website for current student outcomes.

The Physical Therapist Assistant program can lead to gainful employment, solving both the individual desires of students to return to their local communities as well as continuing to provide competent physical therapist assistants, able to be competitive in seeking employment in the healthcare field. There are many opportunities for employment in Cumberland and the surrounding areas.

In this regard, the program is composed of two related but distinct phases. The first consists of 28 units of college level, general education credit (which can be completed in as little as one, or as long as five years) followed by a second phase of technical training that is completed over the course of one academic year. The 1+1 nature of the program enables regional students to complete the first year of its program at local institutions, such as Garrett Community College or Hagerstown Junior College, both located in Western Maryland, Potomac State College located in Keyser, West Virginia, and University of Pittsburgh Johnstown Campus located in Johnstown, Pennsylvania.

## **B. PTA- Philosophy**

Keeping with the mission, vision, and philosophy of the college, the Physical Therapist Assistant program faculty and staff uphold the following beliefs:

1. We believe in preparation for active participation within the profession, the community, and a democratic society.
2. We believe that physical therapy is a rapidly changing profession that is influenced by societal factors, and the education provided should keep pace with progress of the profession and society. We believe in being a leader in educational opportunities provided to students that uphold standards set forth to protect rights of individuals seeking physical therapy services.
3. We believe that the education provided by the Physical Therapist Assistant program embraces knowledge, training, and aspiration. We believe in dissemination and acquisition of knowledge along with development of skills needed to practice in physical therapy. We also believe in promoting free and critical inquiry, encouraging creativity and self-reflection, and establishing an attitude toward professional development with emphasis on ethical, safe, and legal behavior.



4. We believe that the Physical Therapist Assistant program should build upon a sound general education background that introduces students to the humanities, social, biological, and physical sciences, health, math, and English composition.
5. We believe that it is our responsibility to instill within students that learning is an active, internal lifelong process, and as faculty, we will provide students the opportunity to share in construction of meaning by integrating a variety of academic and clinical education experiences.
6. Our program emphasizes integration of technical skills and knowledge with ethical and moral behavior, communication skills, patient education, health and wellness, and professional development. We believe that integration of these skills can lead to successful development of the individual, allowing them to become productive members of the healthcare team and the community. The Physical Therapist Assistant program provides a service to students that meet the needs of the healthcare arena in this area, and we are dedicated to continually meeting these needs.

### C. PTA- Vision

Our vision is to be the region's leader in providing quality Physical Therapist Assistants who are prepared with knowledge and skills to enter the profession. We will advocate a model where students learn not only to treat, but also to educate and empower consumers of physical therapy services.

### D. PTA- Mission

Our mission is to provide individuals with high quality academic and clinical education experiences that prepare students for safe, ethical, and legal practice within a variety of settings. Our mission is to create an environment that is responsive in meeting the needs of students, the community, and the profession. We are committed to preparing individuals to be competent in basic and applied skills and knowledge for the rapidly changing profession, while providing personal attention throughout their educational experience.

### E. PTA- Program Goals

#### Goals for the Graduate

Upon completion of the program, the graduate will:

1. apply fundamental knowledge of *ethical, legal, and professional values, and responsibilities* associated with the professional practice of Physical Therapy by the American Physical Therapy Association. <sup>(7D1-14)</sup>
2. demonstrate *competence and safety with patient/client care* that is expected of an entry-level clinician in a variety of settings in the contemporary field of physical therapy. <sup>(7D15-26)</sup>
3. work effectively in a *healthcare team* environment by consistently demonstrating knowledge, skill, and behaviors associated with collaborative care and practice management. <sup>(7D27-31)</sup>

## Goals for Faculty and Program

The Faculty/Program will:

1. conduct periodic reviews of the program including faculty/staff, clinical affiliations, and students/graduates (ongoing informally on a day-to-day basis and formally on an annual basis) utilizing evaluation and assessment methods to meet the program needs and goals.
2. support and incorporate sufficient quantity and quality faculty and staff members committed to lifelong learning and excellence and who strive to provide the student with optimal learning experience.
3. support and incorporate sufficient quality and variety of clinical affiliations for student placement throughout the regional area.
4. recruit and prepare qualified students who will be an exceptional representation of the program and achieve successful outcomes.

## F. PTA- Accreditation

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22035-3085, telephone: 703-706-3245, email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 301-784-5538 or email [jandres@allegany.edu](mailto:jandres@allegany.edu).

## G. Licensure

Graduates of the program are eligible to apply for an Associate of Applied Science Degree in Physical Therapist Assistant and sit for the certification examination administered by Federation of State Boards of Physical Therapy (FSBPT), 124 West Street South, Third Floor, Alexandria, VA 22314, [www.fsbpt.org](http://www.fsbpt.org), Phone: 703-299-3100.

Not until successful completion of this examination **can** one work as a Physical Therapist Assistant.

If a student has any criminal history, he or she may not be able to complete clinical rotations. As clinical rotations are an integral part of the PTA curriculum, the student may also not be able to complete the program. In addition, a criminal history must be reported to the Federation of State Boards of Physical Therapy (FSBPT) by the student and may prevent the student from becoming certified and licensed to practice physical therapy.

See also Graduation Requirements for more details.

## **H. Instructional/ Teaching Methods**

The program faculty members believe that just as patient treatment is a multi-sensory process that requires active participation for the consumer, so too PTA education at Allegany College of Maryland requires a series of organized, sequential, and integrated learning experiences. Examples of these experiences consist of:

1. classroom & virtual lecture presentations, lab demonstration and counter-demonstrations, role-playing/ scenario, panel discussions, and group activities to encourage professional level interpersonal skills
2. audio-visual materials to augment and reinforce learning in lecture and labs
3. lab experiences to provide opportunity for hands-on learning and application of knowledge
4. library and internet research assignments to encourage independent study
5. guest lecturers to provide opportunity to interface with information of various viewpoints and expertise
6. clinical experiences beginning with observation and culminating with back-to-back clinical practicums, providing students first with the opportunity to observe, and, later to actively participate and practice using skills and knowledge from the classroom

The educational theory incorporates cognitive and experiential learning.

Instructional principles include participation, repetition, relevance, transference, and feedback.

## **I. Academic Faculty Ongoing Development Activities**

Academic faculty will participate in ongoing development activities that are designed to improve faculty effectiveness based on needs of the faculty and needs of the program, and based on needs identified in the evaluation processes.

## **J. Overview of Curriculum**

Upon successfully completing Allegany College of Maryland's Physical Therapist Assistant Program, the student will have been exposed to a comprehensive curriculum plan consisting of a series of didactic and clinical learning experiences needed for entry-level preparedness. Phase I would have included General Education courses including English, Math, Anatomy & Physiology, Speech, Psychology, Medical Terminology, and Physical Education. Phase II would have included all of the career specific course work such as Introduction to PTA, Pathology, Modalities, Procedures, Principles of Rehabilitation, Kinesiology Therapeutic Exercise, and clinical/fieldwork coursework.

## K. EDUCATIONAL OBJECTIVES & OUTCOMES of the Comprehensive Curriculum

### 1. Phase I- General Education Component

Upon completion of the Phase I (general education) portion of the program, students will have acquired necessary biological, physical, physiological, and anatomical principles. Other principles acquired during this phase are related to social and behavioral sciences, health and wellness, English, the humanities, and math.

#### General Education Learning Objectives (GELOs)

**Arts and Humanities Inquiry:** *Apply fundamental knowledge, skills and values to explore the uniquely human ways we experience the world.*

**AHI-1** Explain how various forms of written, oral, musical, and/or visual expression contribute to human knowledge and experience.

**AHI-2** Utilize knowledge of various theoretical frameworks to analyze and respond to works in humanities and/or in the arts.

**AHI-3** Demonstrate growth in creative expression.

**Critical Analysis and Reasoning:** *Analyze, evaluate, and synthesize ideas within and across disciplines to address complex questions and problems.*

**CAR-1** Identify problems and ask relevant questions.

**CAR-2** Interpret information to investigate arguments, claims, and beliefs.

**CAR-3** Support a position (perspective/thesis/hypothesis).

**CAR-4** Identify and weigh alternative outcomes to a problem or case.

**CAR-5** Summarize, generalize and draw conclusions.

**Information Literacy:** *Access and integrate sources into written, oral, and/or visual media.*

**IL-1** Identify and access sources of information that are credible, relevant to a stated purpose, and appropriate within a discipline.

**IL-2** Synthesize source material to support a specific point.

**IL-3** Use an appropriate documentation style consistently and correctly to credit source material.

**Personal and Civic Responsibility:** *Explore and develop understanding of oneself and others, the community, other cultures, and issues of local, national, and global significance.*

**PCR-1** (Personal Awareness): Describe their own civic and cultural background, including its origins and development, assumptions, and predispositions.

**PCR-2** (Cultural Awareness): Describe how cultural perspectives affect interpretations of an issue/topic in politics, society, the arts and/ or global relations.

**PCR-3** (Civic Awareness and Community Involvement): Participate in a community project and then complete either a spoken or written reflection that identifies the civic issues encountered and personal insights gained from this community experience.

**Scientific and Quantitative Reasoning:** *Apply fundamental scientific and/or mathematical concepts to investigate, evaluate and/or to solve problems.*

**SQR-1** Identify problems and formulate questions and hypotheses.

**SQR-2** Collect, summarize, and interpret data.

**SQR-3** Draw appropriate conclusions based on data analysis.

**SQR-4** Use mathematical skills to solve application and/or real-world problems.

**Technological Competency:** *Use the appropriate discipline-specific technologies to complete tasks effectively.*

**TC-1** Demonstrate effective use of a specific technology to achieve a desired task outcome.

**Written and Oral Communication:** *Use writing and speaking skills to communicate effectively.*

**WOC-1** Develop and articulate ideas coherently and cogently for a specific audience, purpose, and situation.

**WOC-2** Use standard English and conventions of usage appropriate to a discipline to produce substantially error-free and precise communications.

**WOC-3** Present ideas compellingly through the use of delivery aids and techniques, such as of voice, eye contact, gestures, and posture.

## 2. Phase II-Technical/Clinical Education Component

After acceptance into and completion of the Phase II of the program, students will have successfully demonstrated entry-level competency verbally, in writing, or by practical application, the ability to work under the direction and supervision of a licensed physical therapist.

Specific skills to be acquired during Phase II include:

### **Ethics, Values, & Responsibilities**

- a. Adhering to *legal practice standards*, including all federal, state, and institutional regulations related to patient/client care and fiscal management. (7D1)
- b. Reporting to appropriate authorities suspected cases of *abuse* of vulnerable populations. (7D2)
- c. Reporting to appropriate authorities suspected cases of *fraud and abuse* related to the utilization of and payment for physical therapy and other health care services. (7D3)
- d. Performing duties in a manner consistent with the *Guide for Conduct* of the Physical Therapist Assistant (PTA) and *Standards or Ethical Conduct* (PTA) to meet the expectations of patients, members of the physical therapy profession, and other providers as necessary. (7D4)
- e. Performing duties in a manner consistent with APTA's *Values Based Behaviors* for the PTA. (7D5)
- f. Implementing, in response to an ethical situation, a plan of action that demonstrates sound *moral reasoning* congruent with core professional ethics and values. (7D6)
- g. *Communicating* effectively with all stakeholders, including patients/clients, family members, caregivers, practitioners, inter-professional team members, consumers, payers, and policymakers. (7D7)
- h. Identifying, respecting, and acting with consideration for patients'/clients' *differences, values, preferences, and expressed needs* in all work-related activities. (7D8)
- i. Applying current knowledge, theory, and *clinical judgment* while considering the patient/client perspective and the environment, based on the plan of care established by the physical therapist. (7D9)
- j. Identifying basic concepts in professional *literature* including, but not limited to, validity, reliability and level of statistical significance. (7D10)
- k. Identifying and integrating appropriate *evidence based resources* to support clinical decision-making from progression of the patient within the plan of care established by the physical therapist. (7D11)
- l. Effectively *educating* others by using teaching methods that are commensurate with the needs of the patient, caregiver or healthcare personnel. (7D12)
- m. Participating in *professional and community organization* that provides opportunities for volunteerism, advocacy and leadership. (7D13)
- n. Identifying career development and *lifelong learning* opportunities, including the role of the PTA in the clinical education of PTA students. (7D14)

### **Patient/Client Management**

- o. Interviewing patients/clients, caregivers, and family to obtain current information related to *prior and current level of function* and general health status (e.g., fatigue, fever, malaise, unexpected weight change.) (7D15)
- p. Using the *International Classification of Functioning, Disability and Health (ICF)* to describe a patient's/client's impairments, activity and participation limitations. (7D16)

### **Plan of Care**

- q. Communicating and understanding of the *plan of care* developed by the physical therapist to achieve short and long term goals and intended outcomes. (7D17)
- r. *Reviewing health records* (e.g., lab values, diagnostic tests, specialty reports, narrative, consults, and physical therapy documentation) prior to carrying out the PT plan of care. (7D18)
- s. *Monitoring and adjusting interventions* in the plan of care in response to patient/client status and clinical indications. (7D19)
- t. *Reporting any changes* in patient/client status or progress to the supervision physical therapist. (7D20)
- u. Determining when an intervention should not be performed due to clinical indications or when the direction to perform the intervention is *beyond* that which is appropriate for the PTA. (7D21)
- v. Contributing to the *discontinuation* of episode of care planning and follow-up processes as directed by the supervision physical therapist. (7D22)

### **Intervention**

- w. Demonstrating competence in implementing selected components of interventions identified in the plan of care established by the physical therapist. Interventions include: (7D23)
  - 1) *Airway Clearance Techniques*: breathing exercises, coughing techniques and secretion mobilizations. (7D23a)
  - 2) *Application of Devices and Equipment*: assistive/adaptive devices and prosthetic and orthotic devices. (7D23b)
  - 3) *Biophysical Agents*: biofeedback, electrotherapeutic agents, compression therapies, cryotherapy, hydrotherapy, superficial and deep thermal agents, traction and light therapies. (7D23c)
  - 4) *Functional Training* in Self-Care and in Domestic, Education, Work, Community, Social, and Civic Life. (7D23d)
  - 5) *Manual Therapy Techniques*: passive range of motion and therapeutic massage. (7D23e)
  - 6) *Motor Function Training* (balance, gait, etc). (7D23f)
  - 7) *Patient/Client Education*. (7D23g)
  - 8) *Therapeutic Exercise*. (7D23h)
  - 9) *Wound Management*: isolation techniques, sterile technique, application and removal of dressing or agents, and identification of precautions for dressing removal. (7D23i)



## **Test and Measures**

- x. Demonstrating competence in performing components of data collection skills essential for carrying out the plan of care by administering appropriate tests and measures (before, during, and after interventions) for the following areas: (7D24)
- 1) *Aerobic Capacity and Endurance*: measurement of standard vital signs; recognize and monitor responses to positional changes and activities (e.g., orthostatic hypotension, response to exercise). (7D24a)
  - 2) *Anthropometrical Characteristics*: measurements of height, weight, length, and girth. (7D24b)
  - 3) *Mental Functions*: detect changes in a patient's state of arousal, mentation, and cognition. (7D24c)
  - 4) *Assistive Technology*: identify the individual's and caregiver's ability to care for the device; recognize changes in skin condition and safety factors while using devices and equipment. (7D24d)
  - 5) *Gait, Locomotion, and Balance*: deterring the safety, status, and progression of patient while engaged in gait, locomotion, balance, wheelchair management and mobility. (7D24e)
  - 6) *Integumentary Integrity*: detect absent or altered sensation; normal and abnormal integumentary changes; activities, positioning, and postures that aggravate or relieve pain or altered sensations, or that can produce associated skin trauma; and recognize viable versus nonviable tissue. (7D24f)
  - 7) *Joint integrity and Mobility*: detect normal and abnormal joint movement. (7D24g)
  - 8) *Muscle Performance*: measure muscle strength by manual muscle testing; observe the presence or absence of muscle mass; recognize normal and abnormal muscle length, and changes in muscle tone. (7D24h)
  - 9) *Neuromotor Development*: detect gross motor milestones, fine motor milestones, and righting and equilibrium reactions. (7D24i)
  - 10) *Pain*: administer standardized questionnaires, graphs, behavioral scales, or visual analog scales for pain; recognize activities, positioning, and postures that aggravate or relieve pain or altered sensations. (7D24j)
  - 11) *Posture*: determine normal and abnormal alignment of trunk and extremities at rest and during activities. (7D24k)
  - 12) *Range of Motion*: measure functional range of motion and measure range of motion using an appropriate measurement device. (7D24l)
  - 13) *Self-care and Civic, Community, Domestic, Education, Social and Work Life*: inspect the physical environment and measure physical spaces; recognize safety and barriers in the home, community, and work environments; recognize level of functional status; administer standardized questionnaires to patients and others. (7D24m)
  - 14) *Ventilation, Respiration, and Circulation*: detect signs and symptoms of respiratory distress, and activities that aggravate or relieve edema, pain, dyspnea, or other symptoms; describe thoracoabdominal movements and breathing patterns with activity, and cough and sputum characteristics. (7D24n)



### **Documentation**

- y. Completing accurate *documentation* that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies. (7D25)

### **Response to Emergencies**

- z. Responding effectively to patient/client and environmental *emergencies* that commonly occur in the clinical setting. (7D26)

### **Participation in Health Care Environment**

- aa. Contributing to the efforts to increase patient and healthcare provider *safety*. (7D27)
- bb. Participating in the provision of patient-centered *inter-professional* collaborative care. (7D28)
- cc. Participating in performance improvement activities (*quality assurance*). (7D29)

### **Practice Management**

- dd. Describing aspects of *organizational planning and operation* of the physical therapy service. (7D30)
- ee. Describing accurate and timely information for *billing and payment* purposes. (7D31)

## **L. Phase II- Clinical Education Component**

In order to achieve the foregoing and to foster entry-level abilities, Phase II will include, and the student will be evaluated on, participation in clinical education requirements. These are an organized sequence of learning activities integrated within the curriculum, and they follow completion of relevant didactic instruction. The clinical education component includes part-time and full-time assignments.

1. Such clinical education provides students with the opportunity to interact with individuals common to the physical therapy profession, while allowing the students to perform their responsibilities under appropriate supervision and with positive role modeling.
2. The experience will provide the professional term student exposure to a variety of patients and learning activities.
3. The clinical component of education is provided in a variety of practice and health care settings and ensures participation in direct patient care.
4. Specific procedures are in effect to assure timely communication among clinical faculty, academic faculty, and students regarding information about the program and student clinical performance.

## M. Phase II- Course Requirements

### Fall Semester

<u>Course</u>	<u>Title</u>	<u>Credit</u>
PTA 201	Introduction to PTA	2
PTA 203	Pathology I	2
PTA 205	Modalities I	3
PTA 207	Procedures	3
PTA 209	Clinical Kinesiology	4
PTA 213	Clinical I	2

### Spring Semester

<u>Course</u>	<u>Title</u>	<u>Credit</u>
PTA 204	Pathology II	2
PTA 206	Modalities II	3
PTA 208	Principals of Rehabilitation	4
PTA 210	Therapeutic Exercise	4
PTA 214	Clinical II	2

### Summer Session

<u>Course</u>	<u>Title</u>	<u>Credit</u>
PTA 216	Trends	1
PTA 218	Practicum I	5
PTA 219	Practicum II	5



### III. STUDENT INFORMATION



## A. Cost to Students in the PTA Program/ Financial Assistance

Note: All costs are an approximation and subject to change.

### In District

Term	Cr hr	Tuition (\$129)	General Fees	Program Fees	Total
Phase I Fall	14	1806	404	465	2,689
Phase I Spring	14	1806	404	745	2,955
Phase II Fall	16	2064	456	2,670	5,190
Phase II Spring	15	1935	430	1,200	3,565
Phase II Summer	11	1419	326	310	2,055
<b>Total</b>	<b>70</b>	<b>9,030</b>	<b>2,020</b>	<b>5,390</b>	<b>16,454</b>

### Out of District

Term	Cr hr	Tuition (\$340)	General Fees	Program Fees	Total
Phase I Fall	14	4760	404	465	5,629
Phase I Spring	14	4760	404	745	5,909
Phase II Fall	16	5440	456	2,670	8,566
Phase II Spring	15	5100	430	1,200	6,730
Phase II Summer	11	3740	326	310	4,376
<b>Total</b>	<b>70</b>	<b>23,800</b>	<b>2,020</b>	<b>5,390</b>	<b>31,210</b>

### Statewide and Health Manpower Shortage Programs.

*Maryland Residents (other than Allegany County) are eligible for In-County Tuition.*

The Physical Therapist Assistant at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene has determined certain health occupations to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for Health Manpower Shortage Program. Maryland residents from counties other than Allegany who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. Application for Health Manpower must be submitted to the Admissions Office each semester the student would like to be considered.

A variety of financial aid services are available through the college. Contact (301) 784-5213 for additional information including deadlines.

In addition to tuition subsidies and other special rates, students can qualify for Federal Financial Aid and for Foundation Scholarships.

Please contact:

The Financial Aid Office	301-784-5213 or 5400
The ACM Foundation- Scholarship Information	301-784-5200
The Bedford County Regional Foundation	814-652-9646

Financial aid and Scholarship information may also be obtained by visiting the college website and clicking on Admission & Aid. <https://www.allegany.edu/financial-aid/index.html>

Note: Costs are an approximation and subject to change.

Phase II	Fall(16cr) 6courses	Spring(15cr) 5courses	Summer(11cr) 3courses
Tuition	See catalog	See catalog	See catalog
<sup>1</sup> Registration	40	40	40
Student (\$10/SemHr)	160	150	110
Technology (\$10/SemHr)	160	150	110
Sustainability (\$6/SemHr)	96	90	66
Course/Lab (\$95/course)	570	475	285
Criminal Background	<sup>2</sup> 40-85		
Medical Management Fee	40	40	40
Specific Fees/Testing Fees:			
--Learning Harbor	25		
--Exam Prep Course		270	
--PEAT (Mock Board Exam)		80	
Textbooks/Apps	900	350	0
<b>Total Costs</b>	<b>2,076</b>	<b>1,645</b>	<b>651</b>

<b>Program Costs Beyond Tuition, Fees, and Books</b>			
Physical Examination	30		
Liability Insurance	40		
APTA Membership	80		
PTA Uniform			
--Name tag, ID Pictures	10	(May be covered by financial aid.)	
--Polo Clinical Shirt (2 @ 30)	60		
--Khaki Pants (2 @ 40)	80		
--Navy Scrub top/pant x2	140		
PTA Club Fees	50	(could be fundraised)	
Addn Clinical Requirements (required by some sites)	55 30-55	(fingerprinting) (drug screening)	
CPR certification (AHA)	85	(can be taken as college credit)	
First Aid	40	(can be taken as college credit)	
Immunization	<sup>3</sup> Varies ~340		
Health Insurance	<sup>4</sup> Varies ~475		
Travel Expense to Clinic	<sup>5</sup> Variable		
Additional Study Apps	(Optional)		
<b>TOTAL</b>	<b>1,540</b> <b>+ Variable</b>		

NPTAE Board Exam	-	-	600
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AHA= American Heart Association; 1. Registration Deposit is nonrefundable, but is applied to tuition; 2. Criminal Background varies depending on state. Normal \$40.00. PA residents may also be required to purchase (PA Access to Criminal History PATCH, Child abuse, & Fingerprint = approximately \$65.00) 3. See NMWC Forms & Fee link on website for Immunization list and form. 4. Health Insurance is required and the responsibility of the student to purchase ~475.00 to 600. 5. Students are expected to have their own transportation to clinical rotations.

(Gross Tuition for Phase I & II (70cr) is Instate @ \$129/cr= \$9,030 and Out-State @ \$340/cr= \$23,800)

(Gross total fees for Phase II degree and board exam excluding tuition: ~\$6,500). Total EDU In-State= **\$16,000** & Out-State=**\$31,000**.

**B. Housing Information**

The Allegany College of Maryland Admission and Registration Office can provide a list of housing resources in the Cumberland area. In addition, Willowbrook Woods, an on campus residential facility opened in the Fall 2002. This facility is in close proximity (within walking distance) to the Allied Health Building and campus in general. For more information, please refer to the *Student Handbook*.

**C. Counseling Services**

Allegany College of Maryland offers comprehensive counseling for any mental health issue for its students – free of charge. Please refer to the Student Counseling Program Quick Reference Guide located in Appendix E.

**D. Tutoring/Extra Help Sessions:**

Any student in need of additional help should not hesitate to contact his/her instructor(s) for assistance. Special arrangements can be made for extra help sessions with the instructor or program director. Students are encouraged to form study groups throughout the semester. In addition, the Student Success Center is developed to help students achieve their goals and is located in the Humanities building. Refer to the *Student Handbook* for more details.

**E. Testing Center Identification**

*Photo identification* is required to take testing in the Student Support Center’s Testing Lab. If you do not have a driver’s license or a similar form of photo identification, Student Services offers the following advice. The student must also know their *student ID number*.

The Maryland Motor Vehicle Administration offers a service for persons who are residents of the State of Maryland, but do not have a Maryland driver’s license. Upon application and verification of proof of age, identity, and Maryland residence, a Maryland Identification Card with a photo will be issued and is valid for five (5) years. If you are not a resident of Maryland, check with the Motor Vehicle Administration office of your resident state. Further information is on file and can be obtained by the program secretary.

**F. Personal Safety**

Students should walk to cars in groups after dark and should not leave personal property unattended. Prompt and accurate reporting of crimes to campus security and appropriate agencies is encouraged by Allegany College of Maryland. Campus security employees have limited law enforcement authority but can obtain police assistance quickly. Security phone numbers for the Cumberland Campus are as follows:

- Security: on campus phone, dial ..... 5555
  - From off-campus, dial ..... 301-784-5555
  - State Police or Sheriff .....911
- E-safe will alert you to school closings or emergencies via text messages sent to your phone. Refer to the [www.allegany.edu](http://www.allegany.edu) website for more details.

For more detailed information on personal safety, refer to the *Student Safety Policy* section of this Handbook.





## IV. STUDENT RESOURCES



## A. Communications

### 1. Student Mail Boxes:

Each student will be assigned a mailbox during his/her first semester of the program. The mailbox should be checked on a daily basis.

### 2. Bulletin Boards:

- 1) All official notices and memos will be posted on the bulletin board beside the student mailboxes and in the classroom. This should be referred to daily.
- 2) The board is for departmental matters only and unapproved material will be removed
- 3) Employment opportunities are also posted on the bulletin boards as they are sent to the PTA program

### 3. Chain of Command:

Any student curriculum related problems is to be resolved using the procedure set forth in the current *Student Handbook*. At no time is the Chain of Command to be altered or individual offices by-passed. PTA Program chain of command is:

- a. Classroom/campus: Student → Instructor → Program Director
- b. Clinic: Student → Clinical Instructor → CCCE → ACCE → Program Director

## B. PTA/OTA Office Area

### 1. Copier/ Printer Use

Our program has a printer for student use in the back of the classroom. Cost for maintenance, ink, and paper of this is deducted from the club account. Students are permitted to use the Program copier on a limited basis for school-related purposes only. The library also has a printer/copier for student use. **The Print shop should be utilized for larger volume copies. Please allow a 3-4-day turnaround time for copying jobs going to the Print Shop.**

### 2. Phone Use

With permission, phones in the OTA/PTA office area may be used for school/clinic related calls only. **NO PERSONAL PHONE CALLS.** Cellular phones must be off and out of site during class and lab periods.

### 3. Office Hours

The program director, clinical coordinator, and program faculty have posted office/advising hours. Please adhere to these hours.

## C. Computer Guidelines

1. All students must have a **working Allegany College e-mail** account that is checked and cleaned out regularly. It is the responsibility of the student to check their e-mail regularly for important updates. E-mails other than your Allegany account will not be used because of security reasons.
2. **All students must have Internet access** to be able to have access to coursework and tests. This can be through a home computer, or on-campus computer lab. Computer are located in AH230, in the library, and in various buildings throughout campus.

3. **No food or drink** is allowed in the lab area or near the computers for safety reasons. Each faculty member has the right to prohibit food and/or drink if they choose to do so.
4. Be sure the **computer and monitor are turned off** when you are finished.
5. Unauthorized use of computers is prohibited. Computers are for class and homework only. Accessing illegitimate and unethical websites is prohibited and subject to unprofessional behavior policies. Videos and music videos are not permitted unless prior authorization is approved. Keep the noise level down. Noise filters over to the neighboring classrooms and is disruptive to other lecture, examination, and meeting times.
6. No software is to leave the computer lab.

#### **D. Library/Resources Procedures**

**OTA and PTA Library:** The OTA and PTA programs are fortunate to have our library of resources, including books, periodicals, videos, and other reference items. These are available for you to utilize; however, we ask that you obey the following rules:

1. Periodicals **cannot** be checked out. You may make a copy of the article(s) in question on the copier. If you would like more than one copy, please check with program secretary to have copies made in the Print shop.
2. Any book or periodical taken off the shelf is to be returned to the program secretary. **DO NOT** put anything back on the shelf.
3. Please be sure to complete the sign-out sheet when you **check out** a book. When you **return** it, **do not** check off your name on the sign-out sheet. We will do that to monitor the books.
4. All books may be checked out for a maximum of **3 days** at a time. By allowing students to keep resources longer than that, we limit the accessibility for other students and instructors.
5. If you cannot find a book that you wish to check out, check with the program secretary to determine status of that book.
6. **Videos cannot be checked out** unless approved by the program director. No exceptions!
7. Please note that older materials and duplicates have been sent to the campus library and may be examined there.
8. Books marked "Reserved" may not be checked out or removed from the program area under any circumstances.

**College Library:** Students may request a library card to access online library resources by calling the library at (301) 784-5276. Many periodicals, journals, databases, and other publications are available to students online. When doing research, students are encouraged to use the libraries online resources before searching the web, as college resources are verified as legitimate. For more information, see the library web page at <http://www.allegany.edu/library>.

## E. PTA Lecture & Laboratory Space

Students must comply with rules that have been outlined and posted for use of the PTA Program Laboratory. These are as follows:

1. Purses, books, coats, cell phones, and all other personal items are the responsibility of the student and should not be left unattended. **Please make sure the classroom door is shut and locked when no one is in the room.** Any personal school equipment/instruments (which should be labeled or engraved to denote ownership).
2. In the event a student leaves any type of possessions in a classroom or campus lab, the item or items will be sent to Jamie's desk and eventually to the ACM Security Office. The College is NOT responsible for any lost items. The campus Security Office lost and found can be reached at 301-784-5555.
3. Students must keep ALL areas clean. In addition, the refrigerator, microwave and kitchen area use are a privilege. *If you have a spill, please clean it up immediately.*
4. Students are not permitted to use the PTA lab, lab equipment, or computers when PTA Program Faculty/Staff are not present.
5. Students will be able to use the lab and lab equipment during scheduled open lab times.
6. When classes are not in session, the lab door will be locked. If students want to use the lab or lab equipment, the key can be obtained from the PTA Program secretary.
7. Students should only use the lab equipment that has been covered during formal class sessions. Students should not attempt to use equipment that has not been covered in class.
8. Any injury that results while using the lab or lab equipment must be immediately reported to the PTA Program Faculty/Staff.
9. Students should not treat themselves, classmates, other ACM students, friends, or family members with PTA Program equipment.
10. Appropriate body mechanics should be used when moving or lifting equipment, or when practicing transfers.
11. Equipment should be used for educational purposes only.
12. If a student encounters blood or body fluids (identifiable or unidentifiable), he or she should report it to the PTA Program Faculty or Staff immediately. Universal Precautions must be used when handling any items soiled with blood or body fluids. All contaminated items should be disposed of in the proper container.

13. Store equipment in designated area and return to designated area after each use. Coil and store cords next to the machines, in a safe location.
14. Fold and stock clean linen as it comes in. Place dirty linen in the appropriate linen bags.
15. Clean up any spills including water or paraffin.
16. There should not be any food or drinks in the lab when using lab equipment or when practicing treatment techniques.
17. Check equipment before each use to ensure safe working conditions. Look for frayed wires, breaks in insulation, open switches and connections. If equipment is not functioning according to expectations, do not use it. Place an out of order sign on it and report it to the PTA Faculty/staff immediately.
18. Do not block ventilation of equipment.
19. Keep cords out of the traffic pattern.
20. Do not use extension cords or cheater plugs.
21. When unplugging a piece of equipment place one hand on the wall outlet and one on the plug at the base of the cord. **Do not pull cords out of the wall by the cord.**
22. **ALWAYS MONITOR THE CORDS OF THE HI/LO AND TRACTION TABLES AND MAKE SURE THEY ARE NOT BEING PINCHED BY OBJECTS SUCH AS THE WHEELS!!!!**
23. Individuals with cardiac pacemakers should not be near short wave and microwave diathermies or electrical stimulators while they are in operation.
24. Always turn dials to "0" or "OFF" when finished.
25. **TREAT ALL THE MODELS WITH RESPECT.** Although it may be funny to place the skeletons in various positions, they are fragile and expensive. This unnecessary movement causes the screws to be stripped from the composite bones, hence causing permanent dismemberment of the skeletons.

#### **F. Professional Meetings and Lectures**

Students are encouraged to attend various professional meetings and lectures (i.e. APTA National Student Conclave or Combined Sections Meeting). Students may do so on a voluntary basis. Cost of registration, travel, meals, lodging, and other expenses are paid by the student.

## **G. PTA Club Information**

Students accepted into Phase II of the PTA Program are automatically considered a member of the PTA Club. The student body elects class officers (i.e., President, Vice President, Secretary, Treasurer, Historian in addition to other roles that each student signs up to carry out throughout the year.

Student member information is reported to the College's Student Government Association which functions as the governing organization of the student body. It serves as a means of participation in College governance with the faculty, staff, and administration, and acts for the students.

The PTA Club has its own Club Bylaws which follow the Guidelines for Club Constitution. (See Appendix A for more details.)

The PTA Budget is also set at \$60.00 for the year or \$5.00 per month from August to May based on expenses as listed in the Appendix. This amount is subject to change based on the incurred expenses of the Club. Any monies sold above the agreed amount will be considered a donation to the club. If a student withdraws or is terminated, the monies that he/she raised will not be refunded and will go to the club. See *PTA Club Budget* form in Appendix A for more details.





## V. PTA PROGRAM POLICIES



## A. ACADEMIC POLICIES

In addition to the Physical Therapist Assistant Program policies, students will adhere to all academic policies as stated in the current *Allegany College of Maryland Catalog and Student Handbook*.

### 1. ENROLLMENT IN PTA COURSES/ PLANNED CLASS SIZE

- a. The maximum number of students to be enrolled in the clinical portion of the program (Phase II) is sixteen (16) per class. New students are selected according to Admission Criteria approved by the Board of Trustees. The Program determines and assesses this Program enrollment based on the resources available in the classroom, the number of clinical sites available, the faculty to student ratio, and the graduate employment rate. The enrollment is maintained at an optimum number so as not to hinder the quality of student education. The program will follow the Commission on Accreditation in Physical Therapy Education (CAPTE) guidelines as it pertains to student who may need to be readmitted into the program from a previous cohort. CAPTE 2B2, 5A
- b. Once admitted into the clinical phase (Phase II), students are required to provide proof of the following items prior to beginning the fall semester. See also the Clinical Education Handbook for more details.
  - 1) ACM Medical Health Examination Record Form which includes
    - a) a physical exam indicating good mental and physical health;
    - b) a satisfactory health record, including immunizations;
    - c) signature(s) of completion by a licensed, practicing physician, nurse practitioner, or physician assistant;
    - d) signature of the student indicating agreement with their records.
  - 2) American Heart Association Basic Life support CPR Certification;
  - 3) First Aid certification;
  - 4) Health/medical insurance;
  - 5) Liability insurance;
  - 6) American Physical Therapy Association (APTA) membership;
  - 7) PTA uniform purchase (includes professional dress, scrubs, and name badge);
  - 8) Criminal background record check.
    - a) If participating in clinical rotations in Pennsylvania, students must also obtain a PA Access to Criminal History (PATCH), fingerprinting, and a Child Abuse History Clearance.
    - b) During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the PTA program.
    - c) If a student has a criminal background history, he/she can still be admitted to the program. However, he/she may be unable to find clinical site placement or take the licensure examination. It is the responsibility of the student to report criminal background information to the licensure review board prior to sitting for the exam. Students will not be permitted to participate in clinical affiliations until these items have been submitted to the clinical coordinator.
  - 9) Computer and Internet knowledge and access.
  - 10) Finances & Fees for Clinical Placement

- a) Students will be responsible for providing their own transportation, and where necessary, room and board, for all clinical affiliations throughout the entire period of the PTA education program.

*Students will not be permitted to participate in PTA213 in the fall semester until these items have been submitted to the Clinical Coordinator.* The above phase II post acceptance requirements are the financial responsibility of the student. This cost is beyond tuition, fees, and books. A more detailed list of estimated costs can be found in *Student Information, Section III* or the Program's Website under Student Financial Fact Sheet/ Cost to Student.

The total number of credits for the program is 70 (28 for Phase I and 42 for Phase II). Like Phase I, Phase II coursework must be completed with a **“C” or better** with the student having maintained an **overall 2.5 GPA**, or the student will not be able to proceed in the program.

## 2. ATTENDANCE/TARDINESS

- a. **Disclaimer.** The program director has the right to modify the attendance policy as he/she deems fit.
- b. **Prioritization.** Students are required to attend **EVERY** class except in cases of emergency. Classes and clinical rotations take precedence over any outside job. Arrangements for working must be made so that they do not interfere with meeting the requirements of the PTA courses. Please remember that when in the clinic, patient care is not always confined to a specific time allotment and there will be occasions where patient care could run beyond a clinic session.
- c. **Accountability.** When absent or tardy, it is the responsibility of the student to notify their instructor when and why he/she is absent and make arrangements as necessary for make-up, and to fill out the necessary documentation. We recommend consulting with a class mate to discuss missed concepts. All work missed must be completed prior to the next class, unless otherwise determined by the instructor.
- d. **Determining excused or unexcused absences.** In determining whether the absence was justified, the instructor may require such evidence as he/she sees fit (i.e., excuse from physician). It is at the discretion of the instructor to determine if your absence is excused or not. Excessive absences regardless if excused or unexcused could jeopardize your grade. (See Absences section below and Individual course syllabi).
- e. **Steps to Take If Absent.** If the student misses a day of class, the following requirements must be completed by the student:
  - 1) **Immediate Action:** Contact the instructor (via e-mail, voice mail, or text if available). If you are unable to contact the instructor, you should notify the Program Secretary at (301)784-5538 \*Voicemail on 24 hrs/day\* as soon as you know you will be unable to attend the class or realize you are tardy.
  - 2) **Upon first day back to class:**

- a) contact the appropriate faculty member to determine what steps are needed to make up the lost time and point system.
  - b) complete the *Attendance Log* (See Appendix
  - c) complete a *Notification of Absence Form*. Indicate the date that the form was completed, the date of the absence, class session(s) missed, reason for absence, and the plan to make up missed class work. Signature must be obtained by the student and the instructor and then submitted to the program director for review.
  - d) realize that it is the instructor's discretion for make-ups (see below).
  - e) submit any assignment the instructor may require.
  - f) be prepared to take any tests missed.
  - g) discuss/practice with a classmate(s) materials that were missed.
- f. **Documentation:** Two forms of documentation must be filled out if absent, the ***Attendance Log*** and a ***Notification of Absence Form***. (See [Appendix C](#) for forms.) The *Attendance Log* should be filled out for each absence and/or tardy episode. If the student knows that he or she will be absent, then the *Notification of Absence Form* must be filled out and signed by the student and the instructor prior to the absence. If the absence is unexpected, this form must be completed when the student returns and signed by the instructor at the next class.
- g. **Tardiness.** Tardiness is defined as not sitting in your seat and prepared for class at the scheduled time. This includes the beginning of class, after class breaks, and leaving early. It is recommended that you arrive on campus fifteen minutes early for all sessions to allow adequate time and preparation for class. Students are required to fill out the *Attendance Log* documenting their name, date, time, and time missed for each tardy episode. The following ramifications will be issued for tardy episodes:
- First offense: verbal warning.
  - Second offense: written warning and placed on **probation**.
  - Third offense: dismissal.
- ONE** tardy episode during the probationary period will result in **dismissal** from the program unless otherwise determined by the instructor. Tardiness episodes will be calculated for the program as a whole. Hence, 3 tardy episodes in any class (not each class) will lead to dismissal. See course syllabus for further ramifications on excessive tardiness.
- h. **Absences.** Attendance will be taken at each class. Excessive absences (**more than 20% or 2 class periods**) may result in the lowering of a letter grade, dismissal, and possible failure from the class and program. In addition, excessive absences may jeopardize your grade, prevent your advancement to the next sequential didactic or clinical course, and/or delay your graduation.

If the student misses **THREE** class periods in the program or in a course (regardless if excused or unexcused), the instructor will place the student on a monitoring report or probation in conjunction with issuing a written warning.

**ONE** absence or tardy episode during the probationary period will result in **dismissal** from the program. Students are required to fill out the *Attendance Log* documenting their name, date, time, and time missed for each absent episode. S/he will also be required to fill out a *Notification of Absence Form*. See course syllabus for further ramifications on excessive tardiness.

- i. **Excessive Absences/tardiness.** When the number of your absences or tardy episodes is such that the instructor believes that you cannot successfully complete the course in the time remaining, the instructor may drop you from the class roll (See the College Catalog for more details). This does not relieve you from any financial obligations to the College or the PTA Club fundraising account. If the student is dropped before the official college drop date, a grade of “W” shall be recorded. If the student is dropped after the official college-drop date, a grade of “F” shall be recorded. It would be the student’s responsibility to appeal the academic standards committee for appealing the “F” grade after the drop date.
- j. **Consecutive Absences.** Students absent more than two consecutive days from class because of illness must submit a written physician’s certification indicating that the student is fit and able to resume normal class/clinical activities. The program director reserves the right to request a physician certification at any time. Refer to *Medically Necessary Absences Guidance* document located in [Appendix B](#) of this Handbook.
- k. **Never call the instructor at home!!! Nor have anyone else call the instructor’s home!** Feel free to send an e-mail or text message as per instructor preference via secure apps.
- l. **Unforeseen Circumstances.** Unforeseen circumstances or personal tragedies such as a death in the family or hospitalization resulting in absence will be dealt with individually and are limited to *immediate* family members only.
- m. **Make-up.**
  - a. **General:** It is the responsibility of the student to notify the instructor why he/she was absent from a class and make up all the material missed.
  - b. **Unexcused absences:** Only students with excused absences are afforded makeup quiz and exam opportunities. A ZERO will be recorded on all non-excused tests.
  - c. **Due Date:** A student who misses a test must make appropriate arrangements with the course instructor for a make-up test (if allowed) by the **end of the day he/she returns to school**. It will be the discretion of the instructor as to whether late points will be deducted and/or makeups on exams or quizzes will be granted. A grade of ZERO (0) will be recorded if the student has not made appropriate arrangements for make-ups by the deadline. If the assignment is not turned in by the deadline, then the policy for late assignments applies (10% daily deduction from total points). The instructor reserves the right to give an incomplete for the class for any unsubmitted required assignment. See individual syllabi for more details.

- d. **Additional work:** Additional work/assignments may be required. Make up tests and assignments may vary from the original.
- e. **Advanced knowledge of missed class make-up:** Students may be excused from examinations or quizzes only by prior arrangement with, and at the discretion of, the instructor. Such absences will be permitted only for extreme circumstances. If a student knows s/he will miss a test, appropriate arrangements must be made with the instructor for a makeup test. The due date and late policy as above still apply. The instructor reserves the right to determine if the absence is excused or not.

**Note:** A textbook is intended primarily as a reference and adjunct to classroom instruction. A significant portion of the course content may be available from lecture only. The student should not assume that sufficient knowledge to obtain a passing grade or to meet minimal course objectives can be obtained by merely reading the textbook

n. **Inclement Weather Policy**

If severe weather conditions exist, students should listen to Cumberland radio announcements (i.e., WFRB 105.3FM, WRQE 106.1FM, or WTBO 105.7) concerning opening of Allegany College of Maryland. Students should also apply for the E-safe notifications via the college website. The ACM Website also posts delays and closures. If Allegany College of Maryland, Cumberland Campus is closed for the day, the instructor will contact the student via text or e-mail to announce if class will be conducted online through Microsoft Teams and/or Zoom. If the announcement indicates a delayed opening, students should report to labs and/or classes at the time indicated. If the Cumberland Campus is open, classes, lectures and labs will be held as normal. Students will be notified of any exception. The program reserves the right to hold make up classes at a time different from the typical schedule (i.e., Friday afternoons and/or evenings if material needs to be covered by a certain deadline.)

The Policy while attending a clinical site can be found in the *Clinical Handbook* and reads as follows:

Use your best judgement when deciding whether or not to travel in poor weather conditions. All missed clinical time due to weather is to be made up unless otherwise approved by the program director.

*As a student in this program, you may be required to travel under adverse weather/road conditions. Allegany College of Maryland and this program value your safety and your educational needs.*

*We encourage you to register for the College's e-Safe alert system and monitor weather/road conditions. We encourage you to attend all clinical/internship hours when weather/road conditions are not an issue so you are on track to complete the course requirements; consistent and strong attendance on days*



when travel is not questionable will be important for any days you may need to miss pursuant to the next paragraph.

If ACM is closed or delayed (including weather related events), you may report to your clinical site in accordance with the site's and this program's requirements or policies unless it is unsafe for you to do so. In that case, you must contact the site supervisor about your attendance and hours. If there is disagreement between you and the site supervisor about your attendance, you must contact your ACM clinical supervisor for direction.

– AH Directors/ Weather Closures Statement

You must report all missed clinical time to your ACM Clinical Supervisor.

- o. **Dismissal Due to Lack of Professionalism.** The instructor and/or program director reserves the right to dismiss a student from class at any time due to lack of professionalism. If this situation occurs, the dismissal will be counted as a tardy and/or unexcused episode and will result in point deductions. (*Please note: excessive complaints about clinical field placements may be deemed unprofessional conduct.*) Please refer to the Professionalism Standards document located in the Appendix B of this Handbook for more details.
- p. **Third Parties:** Children, family members, pets, and /or friends are not permitted in the classroom, laboratories, or clinics without prior authorization. Pets are not permitted on campus grounds without prior authorization. Children are not permitted in classrooms or campus labs. They should never be left unattended in any area. It is the student's responsibility prior to the semester to provide arrangements for child care while attending class/lab/clinic and the student should have a backup plan for child care in case the caregiver becomes ill or has an emergency.
- q. **Clinical Policies.** Please reference Clinical Handbook for Attendance policies during clinical rotations.
- r. **Reputation.** Each student is held responsible for his/her attendance and performance. The program treats your role as a student as full time employment. The same habits and behaviors that define you in the class/lab are typically the same that will be revealed in the clinic. Please remember that our clinical instructors and clinical sites are not paid to take you as a student. Hence, we rely substantially on our reputation of withholding high standards of the students and the faculty to keep in good standing with our clinical sites.
- s. **Dismissals While Taking an Examination.** Students are not permitted to leave the classroom or lab room during an exam because it places the student in a position where he/she could be suspected of cheating. It is recommended that you take care of any personal issues immediately prior to the start of the exam. If a student does have to leave, it is the instructor's discretion to score the remainder of the examination as a zero. (see also pp 55.)

### 3. CLASS PARTICIPATION

- a. Class participation is vital to your success. Not only does your input help the instructor to know that you understand concepts, it helps stimulate critical thinking and recall of concepts. You are encouraged to be prepared (see assignment deadlines) and engaged in your education. Communication (both verbally and non-verbally) with each other and the instructor in a respectful and professional manner will not only enhance the learning environment, but also your reputation, and your future employability. Studies by Dr. Albert Mehrabian, concluded that the interpretation of a message is **7% verbal, 38% vocal (tone) and 55% visual**. The conclusion was that **93% of communication is “nonverbal”** in nature. Proper body language is important and can be summarized via the SOLER acronym as follows:

- S – Sit squarely – it says you are listening to information
- O – Open posture – it says you are open to information
- L – Lean forward – it says you are attentive
- E – Eye contact – it says you are interested
- R – Relax – it says you are confident

Students will also participate in both the set up and take down of laboratory and classroom activities. Keeping a clean working environment not only provides an atmosphere that is welcoming to others, it also shows that you will go the extra mile to demonstrate appreciation and attention to detail.

### 4. GRADING POLICY

- a. **Grading scale. The grading scale for lecture, campus laboratory, and clinical rotations is as follows:**

93-100%	A	Excellent
85-92%	B	Good
75-84%	C	Average
70-74%	D	Poor
0-69%	F	Failing

- b. Unsatisfactory academic performance is defined as a final course grade of D, F, W, and/or X. A student who receives a final grade lower than a "C" (D, F, X, W) in any Physical Therapist Assistant Course will not proceed to the next course/semester. This circumstance does not relieve the student from any financial obligations to the college. See College Catalog for more details. The student also will not receive any refunds for financial contributions to the PTA Club fundraising account.
- c. Physical Therapist Assistant Program grades are based on three components: theory (lecture), campus laboratory (including skill checks and practical examinations), and clinical performance. In addition to receiving a "C" in a PTA course, students must receive a satisfactory grade ("C" or better) in each of the components to achieve a passing grade for the course. The entire course must be repeated if an unsatisfactory grade is received for any one component. Satisfactory grades for each component are defined below.

1) **Lecture Component:** Ultimate decisions regarding repeating a lecture examination or assignment and its respective deadline will be left to the individual course instructor's discretion.

a. Any exam or assignment that received < 75% must be retaken until a passing grade is obtained. (Note: Only the original grade will be counted toward the overall points in the class.) The maximum number of permitted attempts is TWO. (The original attempt plus one more.) However, each student will be allotted one chance to perform a third attempt on one written examination per course each semester. If on the final attempt, a passing grade is not achieved, the student will be dismissed from the program. It is recommended that all retakes are completed within a week of the first attempt if possible. The deadline for submission of all retake(s) is at 4:30pm on the last day of the semester unless otherwise waived by the instructor and program director. Any exam or assignment that has not been completed by the above deadline will automatically default to a failing grade and will lead to failure of the respective course. It is the student's responsibility to make sure that s/he monitors which exams/assignments need to be retaken, schedule remediation times with the instructor if desired, and complete all examinations/assignments as necessary before the deadline. It is also the student's responsibility to monitor the operating hours of the testing center to assure s/he plans appropriately for completing the retakes. There must be a minimum of a two-hour time frame between remediation and retake for all written and practical examinations.

2) **Lab Component:** Laboratory components consist of skill check(s) and/or laboratory practical examination(s). A skill check is the return demonstration to a reviewer and/or evaluator to ensure competency of a particular said skill. A practical examination involves applying the skills learned in a simulated treatment environment with a simulated patient and involves a higher level of critical thinking. A student will be given a maximum of TWO opportunities to achieve a satisfactory/passing grade for each skill tested. However, each student will be allotted one chance to perform a third third/ "bonus" attempt. Note there is only one "bonus" attempt granted per course each semester regardless if it is a skill check or practical examination. The cumulative practical exams fall under PTA213 Clinical I in the fall and PTA214 Clinical II in the spring. If a student has already used his or her 3<sup>rd</sup> attempt in ANY course that semester, he/she does NOT get a chance to have a 3<sup>rd</sup> attempt on the cumulative examination. It is highly recommended that any student who does not pass a skill check or practical examination seek out peer review sessions and undergo remediation with the instructor(s). It is the student's responsibility to inquire about scheduling a time with the instructor for this remediation. There must be a minimum of a two-hour time frame between remediation and retake for all written and practical examinations. Scheduling times for retakes may also need to incorporate scheduling of the lab assistant or any other assistants/ participants where necessary. If

the lab assistant is unavailable for original practical examination, skills checks, and/or retake practical examinations, the program reserves the right to utilize a third party (e.g., an alumni volunteer or fellow instructor) to aid with this task. Any laboratory examinations may be video recorded, and all final attempts will be video recorded. All associated program faculty not attending the final practical examination attempt will review the recording. The program faculty will reach a consensus on the satisfactory or unsatisfactory performance of the student. **Failure to achieve satisfactory performance for any given skill check or lab practical on the final attempt will result in dismissal from the course and the program.** In case of conflict between the student and instructor regarding a certain component of a skill, the instructor and student will view the video recording together. If an agreement is not reached, then the program director (or another faculty member if the program director is the course instructor) will review the video recording with the instructor and student. If an agreement is still not reached between the three, the video recording must be reviewed by all faculty members, and the faculty will vote on a final rule as to whether the student passes or not. Criteria necessary to pass a skill checks and/or lab practical is located on the respective scoresheet/rubric and will be given to student prior to the competency.

**Cumulative Final Practical Examinations** are a conglomeration of multiple courses covered in the curriculum up to that point in time. If a student does not pass her/his cumulative practical examination in the allotted number of attempts s/he will receive an unsatisfactory grade in PTA213 Clinical I if in the Fall semester and PTA214 Clinical II if in the spring semester rendering him/her dismissal from the program with the inability to progress to subsequent coursework, as well as, the inability to graduate with the current cohort. Readmission to the program will follow the Readmission Policy as described in this Handbook.

3) **Clinical Site Component:** Clinical coursework involves classroom lecture and lab including a simulated environment (see Cumulative Final Practical Examination above) in addition to fieldwork experience. A student must **repeat any clinical fieldwork rotation** that results in an unsatisfactory grade **and/or** per the discretion of the Academic Coordinator of Clinical Education (ACCE) based on the results and feedback from the clinical instructor as documented on the student evaluation form. The ACCE has the final decision regarding grades for clinical education. It will be at the discretion of the ACCE when and where the clinical rotation will be repeated. Clinical sites will be notified if a student is on probation or has a positive criminal background check for any reason. **An unsatisfactory grade received on TWO different clinical rotations or the declination from a second clinical site will result in dismissal from the program and ineligible for readmitted.** See the Two Facility Rule in the *Clinical Handbook* for more details.

**Note:** When off campus, students are governed by rules, regulations, and protocols of the off-campus site. In addition, students are subject to

random drug testing and/or additional background checks per the site's request, which would be at the expense of the student. Pennsylvania may also require additional items be completed. Patients/clients/physicians are to be identified by **INITIALS** only. See *Clinical Handbook* for more details.

**Grievance Policies and Procedures for Students.** Students with a grievance related to credit classes (eg., grades, dismissal from programs) shall utilize the *College's Academic Grievance Procedure* located in the *Student Handbook*.

## 5. EXTRA CREDIT

There is no extra credit unless otherwise specified by the instructor.

## 6. TUTORING OR EXTRA HELP SESSIONS

Any student in need of additional help should not hesitate to contact his/her instructor(s) for assistance. Special arrangements can be made for extra help sessions with the instructor or program director. Students are encouraged to form study groups throughout the semester. In addition, the Student Success Center is developed to help students achieve their goals and is located in the Humanities building. Refer to the *Student Handbook* for more details.

## 7. ACCEPTABLE STYLE/ FORMAT OF ASSIGNMENTS.

- 1) Word Document File unless otherwise stated.
- 2) Standard paper should be used
  - a) 8 ½ X 11 inches
  - b) No spiral notebook paper for submitted assignments.
  - c) White
- 3) Typewritten work requirements
  - a) **Double-spaced** on unlined paper
  - b) **One-inch** margins.
  - c) Left justify.
  - d) **Appropriate Header including page number** (see below)
  - e) Single sided unless otherwise specified
- 4) Hand written work must be done in **blue or black** ink.
- 5) Fastened with a paper clip or staple if more than one sheet.

**Headers.** Every assignment should have page numbers and a header in 8-point font in the following format:

Name (Last, First); Date (yyyy.mm.dd)  
Course Number and Title of course  
Assignment Title- Page Number

For example:

Smith, Susan; 2020.09.29  
PTA201 Intro to PTA  
A1 Inflammation & Healing- Page 1

**Carelessness.** Carelessness in assignment completion may result in the instructor rejecting the work and thus losing credit (i.e. crumpled paper, gross misspelling, improper sentence structure, blatant grammatical errors, and poor punctuation). If handwriting is unreadable, it will be **marked as incorrect** or returned and considered **LATE**. If handwriting is not legible, resubmission of work must be printed or typed. Bibliographies and notes are expected when appropriate (i.e., research or extra credit).

**AMA Style.** The required form for bibliographies, footnotes, and quotations is found in the **AMERICAN MEDICAL ASSOCIATION'S** (AMA) Manual of Style and also through the College's library website. Papers submitted that are not written in the AMA format will be **marked as incorrect** or returned and considered **LATE**.

Points may be deducted for any assignments that does not meet the above requirements at the instructor's discretion.

**Saving your documents.** Please see individualized instructions on how to properly save your documents.

## 8. **ASSIGNMENT DEADLINES**

As a clinician, you will have deadlines to the patient, other disciplines, and insurance companies for this reason, being able to meet deadlines is essential.

**Preparation lecture.** All preparation material and reading assignments should be completed PRIOR to its scheduled discussion in class (see Course Schedule for reading assignments). All class sessions will be conducted with the assumption that all appropriate readings and/or assignments have been completed. Doing the preparation work prior to class will allow you to identify specific topics with which you need the most help, and you can then raise pertinent questions when the topic is scheduled for class time. Class time should be utilized to clarify issues and practice skills; it is difficult to know what issues you need clarified if you have not prepared adequately.

**Preparation Lab.** Passing of laboratory competency skill checks necessitates proper preparation including independent practice at home or in open lab times. Hands-on testing requires just as much (if not more) study time as the written exams.

**Due Dates.** Written assignments should be turned in no later than the deadline date assigned by the instructor. "Late" is defined as anything submitted after the assigned time (even if one second late on Brightspace). Due dates for assignments will be announced in class. All due dates are final. Submission of a late assignments will result in a **deduction (10% for each day late), a grade of ZERO, or an "I" grade** at the discretion of the instructor based on the type and level of importance of the assignment. Receiving an "I" grade for the course means he/she will have to complete the assignment by a new deadline with the inability to proceed to the next semester of the program until the "I" grade is



removed. Issuing an “I” grade is reserved only for cases of excused absences such as a family crisis or medical issue.

**BrightSpace.** Please note that Brightspace is set to a timer. You will not be able to submit an assignment on Brightspace after the time has passed. In the event that Brightspace is not working (i.e., the server goes down) and the due date is looming, the assignment should be emailed along with a message describing the problem. **If both Brightspace and email are down,** a text should be sent to the instructor indicating that you are experiencing a problem with a brief explanation. If your assignment is short (5 pages or less), you may also fax the assignment to the program at 301-784-5626. All of the above must be done PRIOR to the deadline or it will be recorded as late.

## 9. CHEATING and/or PLAGARISM

The cheating and plagiarism policy is outlined in the *Student Handbook* and will be enforced. Evidence of cheating and/or plagiarism will result in **disciplinary action and/or dismissal** from the program. **There is a ZERO tolerance for cheating on examinations, quizzes, or other written assignments and dismissal may be immediate. The instructor holds the right to determine if cheating and/or plagiarism has occurred. Please note that turning in homework assignments that are cut and pasted from textbook answer keys is considered plagiarism and will be treated as such.** In addition, students agree that by taking this course, all required papers may be subject to submission for textual similarity review to Turnitin.com or similar programs for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com or similar program reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site and likewise with similar programs.

## 10. EXAMINATIONS

### Lecture Examination

\*See individual course syllabi for more specific details.

The questions on each exam will be multiple choice, fill in the blank, true/false and/or short answer. Although the board exam is all multiple choice, a variety of types of test questions is required in order to assess the breadth and depth of the student’s learning. The exam questions will be from lecture and laboratory class material and reading assignments. The exam dates are on the calendar, but are subject to change depending on class progress. See *Grading Policy* above for more details.

### Skill Checks/ Practical Examinations

Lab Skill Checks and/or Practical Examinations will be in the form of check-offs and a scenarios based on a grading rubric with technical and critical elements which must be performed correctly in order to earn a passing score. You must perform satisfactory (>75%) on all technical (non-critical) areas and satisfactory (pass/fail) on all critical skill components in order to pass. For example, one could have to retake a skill check or practical examination despite a near perfect performance if he/she did not perform a critical skill correctly. Critical skill checklists will be given to students prior to the competency. Passing of laboratory competency skill checks

necessitates independent practice at home or during open lab times. You are encouraged to utilize class time and open lab times to practice **prior** to your exam. Refer to the *Grading Policy* for more details. Practical examinations are designed to simulate the clinical environment as much as possible in a controlled setting. For this reason, you will be required to wear appropriate professional attire for all lab practical examinations. Following each practical exam, you will need to document the session in a SOAP note format. SOAP notes will be graded based on the SOAP Note rubric.

***Dismissals while taking an examination.*** Students are not permitted to leave the classroom or lab room during an exam. It is recommended that you take care of any personal issues immediately prior to the start of the exam. If a student does have to leave, it is the instructor's discretion to score the remainder of the examination as a zero. (See also pp 48.)

#### **11. OUT OF CLASS EXPECTATIONS.**

Physical Therapist Assistant Program course content is necessarily concentrated due to time limitations and volume of material; considerable out-of-class study will be required. Good organizational and planning skills are essential for success in this program. As a general, for each semester lecture hour, there must be at least two hours of out-of-class student work per week over a semester. However, expect more than the average number of required hours due to the concentration, depth, and breath of the materials taught.

#### **12. LEARNING CONTRACTS/ ACTION FORMS.**

The Learning Contract/ Action Form is a guide to monitor and direct the student's learning and the classroom and/ or field instructor's teaching. It is a joint process and negotiated agreement between the student, the field instructor, the classroom instructor, and the faculty liaison who leads the seminar. It identifies the process and content of student learning. Learning contracts will be utilized as appropriate to aid in student learning. See Appendix D for details.

#### **13. GRADUATION REQUIREMENTS**

- a. Satisfactory completion of all courses in the Physical Therapist Assistant curriculum as outlined in the current college catalog.
- b. A grade of "C" or better in all Physical Therapist Assistant courses with a cumulative GPA of 2.5 or more.
- c. Satisfactory achievement of all clinical competency objectives.
- d. Satisfactory completion of the minimum required Clinical I and II hours (a grade of "C" or better).
- e. Satisfactory completion of all Practicum I and Practicum II clinical hours (after on campus course work) (a grade of "C" or better). Usually completed as 10-12 weeks of full-time, unpaid practicum experience. This practicum experience **MUST** be completed within 12 months of the completion of academic courses in the PTA program. A lapse of greater than four months between academic courses and the practicum experience may require the student to demonstrate safe and competent behavior via written or practical exam. This will be determined by the academic coordinator of clinical education and the program director.



Note: In addition to completion of the degree requirements in Physical Therapist Assistant, to be employed in the field of physical therapy, a student must pass a national licensure board examination and may be required to obtain state certification (licensure) as a Physical Therapist Assistant.

**Sitting for the Board Exam for Licensure:** In order for any student to be approved to sit for the National Physical Therapy Examination for Physical Therapist Assistants (NPTE for the PTA), the Federation of State Boards of Physical Therapy (FSBPT) must receive approval from the Program Director. In order for the Program Director to verify that a student is eligible to sit for the NPTE, the Program requires a passing score on at least one of the two Academic Practice Examination and Assessment Tests (PEATs) which will be administered at the end of the spring semester. The student must take 2 of 2 PEAT examinations by the end of the summer session or the student will receive an incomplete grade for PTA216 Trends and hence not officially graduate from the program which can delay or prevent licensure.

- f. Satisfactory completion of an exit interview for the PTA Program.
- g. Satisfactory completion of application for graduation ([www.allegany.edu](http://www.allegany.edu)) due date is typically early to mid-June.
- h. Satisfactory completion of an exit interview for financial aid (if applicable). Please note that this financial aid exit interview must be done **in person** (not online despite what the national website states) **and at a set scheduled time**. Please be sure to make proper arrangements. Failure to attend this session may significantly delay the receipt of a diploma.

#### 14. WITHDRAWAL/ TERMINATION POLICY

- a. **General Information.** Withdrawal or Termination may be initiated by the student or by the program. The program and/or the student will request an exit interview. The exit interview will be conducted by the Program Director and may be held with the student, his/her advisor, and the appropriate instructor(s). See *Withdrawal Exit Interview* form located in Appendix D for a sample form. At that time, the student's record will be updated to include the reason for termination or withdrawal. The course grade will depend on the time and circumstance of the situation. The student has a right to appeal any grade or dismissal made by the program. Please see the *Student Handbook Academic Grievance Procedure* for more details.
- b. **Withdrawal Initiated by Students.** A student may withdraw due to poor academic performance, illness, or personal reasons. To receive "W" grades, all withdrawals must be completed prior to the scheduled date of the last day to withdraw according to the current academic calendar located in the college catalog. Withdrawal from a course does not relieve the students of financial obligations to the college or the PTA Club. If a student is dropped or terminated after the middle of the semester or fails to officially withdraw, a grade of "F" will be recorded. Students may withdraw from the program by completing the appropriate form and submitting it to the Registration Office. **Students who withdraw are not guaranteed readmission.** See Readmission Policy for more details.

**c. Withdrawal/ Termination Initiated by the Program.**

The instructor reserves the right to immediately dismiss the student, and the program may **initiate withdrawal or termination** of a student from the Program in the following cases:

- 1) **\*Grades & Absences.** When a student receives a final course grade of less than “C” or an unsatisfactory grade (W, X due to academic performance, D, or F) in any PTA course or when a student has accumulated excessive absences from courses or any clinical rotation during the course of a semester. (See *Attendance Policy*). If the aforementioned is the case, the student will be reassigned to “pre-PTA” status, and may be eligible for readmission according to the Program’s *Readmission Policy*. The student is not permitted to continue taking subsequent courses in the program until readmission and satisfactory completion of all required courses for that semester are completed. The student must make up any clinical time missed unless excused by the program director in conjunction with the academic clinical coordinator and clinical instructor.
- 2) **\*Performance.** When a student’s performance places others in physical or emotional jeopardy. If a student is injured during phase II and is unable to physically perform skill requirements (i.e. lifting and transferring) within the required timeframe, he/she may be dismissed from the program with the opportunity to reapply the following year. An updated medical/physical form may be required upon reentry.
- 3) **\*Emotional or physical health.** If a student’s emotional or physical health appears such that he or she cannot competently function at the level of his or her student peers. Students must advise faculty and the Program Director of any change in health status for the students own safety and for the safety of the patients. (Refer to Section VI for physical and mental requirements for the student). This may also include individuals who are under the influence of illegal substances.
- 4) **\*Ethical or Professional Standards.** When the student demonstrates unethical or unprofessional conduct in the classroom or clinical setting which adversely affects the therapeutic environment or reflects unfavorably on the clinical institution, the program, or the College. Documents that the program and student should utilize to determine professional standards are listed in the Professionalism Section and the Academic Policies of this Handbook. Guidelines as described in the *Allied Health Professionalism Standards* will be followed (see Appendix B).

If the student was dismissed due to unethical or unprofessional conduct, the student may be ineligible for readmission. Eligibility for readmission will be determined by the program director in conjunction with input from the clinical coordinator. See the Program’s *Readmission Policy* for more details.

- 5) **\*Confidentiality.** If, at any time, the student breeches confidentiality of examination information, practical examinations, and especially of patient information. Please see Other Departmental Policies and Procedures in Section V for more details.

6) **\*Current criminal felony conviction.** A student may be suspended from the clinical site if he/she is charged or convicted of a recent crime. This case will be reviewed on an individual basis by the program director.

7) **\*Two Facility Rule.** If the student is declined or removed by two or more clinical sites for any reason (i.e. behavioral concerns, academic concerns, criminal background, etc.), the student will be dismissed from the program and ineligible for readmission.

\*See also Information is also listed in the *Clinical Handbook*.

## 15. READMISSION POLICY

a. **Ineligible.** A student will **NOT** be eligible for re-entry into the Physical Therapist Assistant Program if:

- 1) He/she receives an unsatisfactory grade (D, F, W, or X due to academic performance) in any individual PTA course on two occasions.
- 2) He/she was declined or removed by two or more clinical facilities for any reasons. See Two Facility Rule.
- 3) If a student withdraws or is terminated from the program after being readmitted.
- 4) He/she was dismissed from the program for unethical and/or unprofessional conduct that involved threatening or abusive behavior.

b. **Readmission Requirements by the Student.** Individuals who wish to return to the program may be considered for readmission if they successfully complete all of the readmission requirements. Readmission requirements include submitting a Readmission Request letter at least two months prior to the anticipated date of return to the PTA Program Director requesting readmission to the PTA curriculum. This letter must state:

- 1) the last semester and PTA course(s) of enrollment,
- 2) the grade obtained,
- 3) any reason(s) for the student's withdrawal, and
- 4) those steps the student has taken to improve his/her potential for success if readmitted to the program.
- 5) Note: If the termination was initiated by the program because of the student's unprofessional behavior, the student must submit, in writing, the steps he or she has taken to ensure that the behavior will not be repeated. Supporting documentation from mental health or other professionals may be required.

This letter will be reviewed by the program director and a decision concerning readmission will be made by him/her with input from the clinical coordinator and associated faculty.

**THE STUDENT IS ADVISED THAT HE/SHE MAY ALSO NEED TO PETITION ALLEGANY COLLEGE OF MARYLAND FOR READMISSION** depending on his/her academic status with the College.

- c. **Supporting Documents.** The following documents will be considered regarding readmission:
- 1) Student Exit Interview;
  - 2) College Transcript(s);
  - 3) Length of time absent from program;
  - 4) Course outlines (The content of courses successfully completed by the student compared to the current content of those courses);
  - 5) Clinical evaluations; and
  - 6) Current health record, if pertinent.
- d. **Readmission Conditions.** Readmission will be based on evaluation of circumstances and CANNOT BE GUARANTEED. Acceptance may be delayed due to the availability of clinical facilities and instructors. Readmission of the student will occur under the following conditions:
- 1) Space is available in the class so that the maximum student capacity is maintained in compliance with CAPTE and program standards;
  - 2) The student meets the current admission criteria for the program at the time of readmission;
  - 3) The student passes all proficiency examinations with a 75% or better;
  - 4) The student is able to comply with the program expectations and has passed physical requirements if withdrawal was due to injury;
  - 5) Placement in the program will be determined by evaluation of such factors as changes in the curriculum, length of time out of the program, and specific learning needs of the individual.
  - 6) Practicum experiences must be completed within 12 months of the completion of the academic courses. If more than 12 months have elapsed from the time of withdrawal/dismissal, the student will be required to retake all of the Program Coursework (i.e., any class signified by the letters PTA.)
  - 7) The student must meet criteria as determined by an *Improvement Plan* developed by the program director, clinical coordinator, and appropriate instructor(s) listing steps necessary to correct problem(s) present at the time of the withdrawal or termination and therefore be considered for readmission. After the student has met criteria listed, the student's status will be reviewed by the program director and appropriate instructor(s).
- e. All students will be governed by the edition of the *Program Handbook* under which they were most recently admitted to the PTA program.
- f. In the case of more than one student requesting readmission, the student's GPA of the PTA courses completed or attempted will be the criteria used to determine readmission. In the case of a tie, the application deadline will be used.
- g. Students who are accepted for readmission and elect not to return will be considered again only for the most cogent reasons.
- h. A student who once more withdraws from the program after being readmitted will **NOT** be eligible to reapply for the third time. In extenuating circumstances, an exception may be made at the discretion of the Program Director.

## B. GENERAL POLICIES

### 1. Student Health

- a. **Physical examinations.** All students will be required to have a complete physical examination with a statement from a licensed physician stating that he/she is both physically and mentally competent to enter the PTA Program. Physicals must be submitted by due date. Failure to do so will result in the student being unable to continue in the PTA Program. See also Other Phase II Requirements.
- b. **Immunizations.** Students entering the PTA Program will be required to have current immunizations including 2 step PPD (also known as TST) (within one year) and flu shot prior to participating in all clinical rotations unless otherwise mandated by clinical facility. In addition, the tetanus vaccine must still be current. Proof of the updated TST test must be submitted to the clinical coordinator prior to the start of the fall semester. Students will NOT be permitted to participate in any clinical course without proof of TST. Check with the clinical coordinator regarding when or if you need to have a flu vaccination and by what date it is to be received. See also Other Phase II Requirements.
- c. **Disruption of current status/ Inability to perform essential functions.**  
In the case of a disruption of current health status and/or inability to perform essential functions required by the program. The student and program will refer to the *Medically Necessary Absences* document located in Appendix B. Readmission will follow the guidelines as described in the Readmission Policy of this Handbook.
- d. **Medical Expenses.** The student must assume responsibility for all medical expenses incurred as a result of any type of exposure to infectious agents or injury incurred in either the campus or clinical setting. Students enrolled in programs which involve clinical/practicum experiences are expected to have their own personal health insurance.

### 2. Student Personal Safety

- a. **Safety regarding body substances and hazardous material.**  
Classroom or laboratory sessions that involve body substances and/or hazardous materials must be handled and discarded properly. This may include the disposal in a sharps container or red biohazard bag. Consult the instructor for further information as the need arises. (For additional information, please refer to the *Student Handbook* policy on Infectious Diseases and also the *Program Handbook* policies on Communicable Disease, Occupational Exposure to Blood-Borne Pathologies, Electrical/Chemical Safety, and Injury Management)
- b. **Safety regarding use of equipment in the program laboratory.**  
Students are to be supervised at all times during laboratory sessions utilizing electrically and/or chemically involved equipment. In order to utilize these items when class is not in session, students will need to request supervision accordingly. If program faculty/staff are not available, these materials are not to be utilized.

**c. Safety in student interactions in the classroom and laboratory settings.**

For your own safety, there shall be no inappropriate or aggressiveness student interactions in the Allied Health Building. This also includes utilizing appropriate safety while performing activities that may have been taught in class or lab. For example, there shall be no wheelchair wheelies while the instructor is out of direct line of vision and without appropriate safety precautions.

**d. Safety of students when in the role of subjects or patient-simulators.**

Throughout phase II of the program, you will be required to simulate patient activities both inside and outside of student class time. This is to be done in a safe and appropriate manner with the appropriate supervision necessary. Please notify the instructor if you are hurt or injured during lab activities.

**e. Safety equipment checks.**

All equipment requiring safety checks and calibrations are monitored annually or sooner if needed. Annual safety inspections are performed by CE Services of Somerset, PA.

**f. Safety during off-campus educational experiences.**

Unless otherwise specified, the same policies and procedures for on-campus laboratory safety applies to that of off-campus laboratory sessions. In the case of an emergency, the student will be supervised by the instructor who will summon the emergency response team. It is the responsibility of the student to fund the cost of emergency services in off-campus educational experiences.

Each student will need to sign a *Field Trip and Special Activity Release form* prior to any off-campus experience related to program activities. In addition, at the beginning of each off-campus experience, the assigned instructor will review safety exits and policies of that particular setting.

**g. Safety during Clinical Rotations.** When at clinical rotations, students are governed by rules, regulations, and protocols of the clinical site. In addition, students are subject to random drug testing and/or additional background checks per the site's request, which would be at the expense of the student. Pennsylvania may also require additional items be completed

**h. Communicable Disease Policy.**

Communicable Disease Policy Precautions to Prevent Transmission of Diseases such as HIV:

Medical history and examination cannot identify all patients infected with the human immunodeficiency syndrome (HIV), the virus that causes acquired immunodeficiency syndrome (AIDS), or other blood pathogens. Diseases can be transmitted through exposure to body fluids, including secretion and excretions. The potential risk that health care workers may be exposed to blood and body fluids emphasizes the need to consider ALL patients as potentially infected with transmittable pathogens. All health care workers should adhere rigorously to infection control precautions in order to minimize the risk of exposure to blood and body fluids of ALL patients.



To minimize the transmission of blood-borne pathogens, **UNIVERSAL BLOOD AND BODY FLUID PRECAUTIONS** should be used in the care of ALL patients.

- 1) **Personal Protective Equipment (PPE).** All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids of any patient is anticipated. This protection is for the safety of both you and the patient.
  - a. **Gloves** should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids. Gloves should be changed after contact with each patient.
  - b. **Masks and protective eyewear** (i.e., safety glasses with side shields) **or face shields** should be worn during procedures that are likely to generate droplets of blood or other body fluids in order to prevent exposure of mucous membranes of the mouth, nose, and eyes.
  - c. **Gowns or aprons, head coverings, and shoe coverings** should be worn during procedures that are likely to generate contact with or splashes of blood or other body fluids. If a gown or uniform becomes visibly blood-splattered during treatment procedures, it must be changed and put in the proper bag for laundering. Aerosol producing procedures mandate the wearing of plastic aprons by the clinician and the client.
  - d. **Disposal.** Disposal of all PPE will be in accordance to specific clinical instruction.
  
- 2) **Handwashing.** Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
  
- 3) **Sharps.** All health care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent, or broken by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal. The puncture-resistant containers should be located as close as practical to the use area.
  
- 4) **Resuscitation.** To minimize the need for emergency mouth-to-mouth resuscitation for infection control reasons, mouthpieces, resuscitation bags, or other ventilation devices should be available for used in areas in which the need for resuscitation is predictable.

- 5) **Exudate.** Health care workers who have exudate lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.
- 6) Implementation of universal blood and body fluid precautions for all patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC (7) for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB"(7) should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.

**i. Occupational Exposure to Blood-borne Pathogens**

During class assignments, on and off campus:

Students and faculty/staff will use the following procedures when handling any items contaminated with blood or body fluids during class assignments, on and off campus.

- 1) Any blood or body fluids found in PTA classrooms, office space, or laboratory space should be reported to the PTA Program Faculty/Staff.
- 2) Universal precautions must be used when handling any items contaminated with blood or body fluids. Personal Protective Equipment will be provided by the PTA Program.
- 3) Students are not permitted to clean any items containing blood or body fluids. PTA Program Faculty and Staff should follow the procedure identified by Allegany College of Maryland for cleaning of contaminated items.
- 4) Any items containing blood or body fluids should be disposed of in the appropriate container. Biohazardous waste containers will be provided, marked, and placed in the PTA Program Laboratory.
- 5) All students will be trained in appropriate handling of blood and body fluids and will also be trained in the use of Universal Precautions during PTA 201, Intro to PTA.
- 6) Any PTA Student exposed to blood or body fluids should file an incident report. This should be followed by appropriate medical evaluation.

During a clinical affiliation:

- 1) The student is required to follow the clinical affiliate's written exposure control plan.
- 2) The student is highly encouraged to receive the Hepatitis B vaccine and vaccination series as outlined in the Physical Examination Form.



- 3) If the student is exposed during his/her clinical rotation, he/she must report the exposure to the clinical instructor and follow up procedures regarding post-exposure evaluation and follow-up.
- 4) The student is required to adhere to the warning labels.
- 5) Students are required to purchase eye protection at their own expense; the clinical affiliate provides protective equipment such as gloves, gowns, and other required devices at no cost.
- 6) The clinical affiliate will maintain extensive confidential medical records for individuals receiving an occupational exposure and retain such records for at least the duration of education plus 30 years.

**j. Electrical/Chemical Safety Policy**

All program students must be supervised by PTA program faculty/staff to utilize electrical equipment in the PTA program laboratory area.

**k. Injury Management Plan**

Any injury that occurs to PTA Program Students should be managed by administration of basic first aid. A first aid kit can be found on top of the file cabinet in the PTA/OTA office area. If the injury is beyond that of what can be provided with basic first aid, then transportation via ambulance to a medical center should be done by a faculty or staff member calling Emergency Medical Services. Any injury must be reported to the PTA Program Director as soon as it occurs and an incident report should be filed in the manner outlined by Allegany College of Maryland. All students are required to be certified in Cardiopulmonary Resuscitation for the Healthcare Provider and Basic First Aid.

**l. Tobacco Use Policy**

The physical therapist assistant program will adhere to the College Tobacco Use Policy located in the *Student Handbook*. Smoking or carrying of any lighted tobacco product or tobacco substitute, and the use of oral tobacco or tobacco substitute products, **is prohibited on campus**. Students are bound to the clinical policies when at the clinical rotations.

First offense: verbal warning.

Second offense: written warning and placed on **probation**.

Third offense: dismissal.

**ONE** episode during the probationary period will result in **dismissal** from the program unless otherwise determined by the instructor.

**m. Drug Policy**

The Program will adhere to the College Drug and Alcohol Abuse Policy as located in the *Student Handbook* for any issues beyond the Program Drug Policy.

Please Note: A positive drug test for marijuana falls under having a positive drug test. Also, it may be possible that taking over-the-counter hemp-derived products such as CBD oil can yield a positive drug test. Any positive drug exam may lead to

dismissal from the program, inability to attend clinical rotation, and/or inability to sit for the board exam.

**n. Sexual Harassment Policy**

The Program will adhere to the College's Sexual Harassment Policy as located in the *Student Handbook*.

- o.** Refer to the *Student Handbook*. Unless otherwise specified, the program follows the college policies for Student Health and Safety.

**3. Professionalism**

As a student, you are expected to maintain a professional and ethical bearing throughout your training (classroom, skills lab, clinical) and any representation you perform that is associated with the College.

Professional conduct must be of the highest order to insure confidence of the patient in the student, the school, and the profession. Courtesy and consideration of the patient must prevail at all times. Grades will be influenced by the student's attitude and finesse in handling patients and in the relationship with other students and members of the staff. Students will be evaluated on their affective performance, as well as their cognitive and psychomotor domains.

Staff and faculty members must be addressed by their last names with the proper prefix of Dr., Mr., Mrs., Ms., and Miss at all times unless otherwise released from this type of addressing by the addressor.

The student will always display courteous behavior towards the client/patient, and follow our colleges' nondiscrimination standards.

As future auxiliary members of the healthcare profession, students' conduct, attitude, and appearance are expected to be consistent with the highest level of professional life. Strict adherence to the APTA profession, College, and Program's requirements will be expected. Guidance for professional expectations can be found in the following documents:

- a. Professional Documents (refer to APTA.org website)
  - 1) *Standards of Ethical Conduct for the PTA*
  - 2) *Guide for Conduct for the PTA*
  - 3) *Core Values*
  - 4) *Values-Based Behaviors*
- b. College Documents
  - 1) *Allied Health Professionalism Standards* (see Appendix B)
  - 2) *Code of Student Conduct* (see *Student Handbook*)
- c. Program Specific Documents
  - 1) *Expectations of a Candidate* (see *PTA Program Application* and Section VI of this Handbook)
- d. Professionalism Section (see the *Program* and *Clinical Handbook*)

Depending on the type of unprofessional behavior, the student may be terminated immediately or given a written warning of unaccepted behavior. Repeat offences of

this behavior can result in **termination** from the PTA Program. Refer to the *Allied Health Program Professionalism Standards* and the Academic Policies Withdrawal/Termination Policy for more details.

#### 4. Attire, Appearance, and Personal Hygiene (Dress Code)

The PTA program has implemented a team uniform (casual navy scrubs and professional polo and khakis) for various reasons including, but not limited to, professionalism and uniformity.

- a. All students are expected to be dressed in casual uniform (navy blue scrubs) or professional uniform (program polo and khakis pants) for all classes. Depending on the topic at hand (i.e., massage), lab clothes include shorts and athletic with tank tops for females and shorts and tank tops for males may be required. Breast tissue and genitalia are required to be covered and supported at all times. All clothes must be clean and pressed at all times. Pants must be hemmed so that they are at least ½ to 1 inch off the floor. During your clinical experience and classroom guest speakers, your program polo, khakis pants, and name badge are to be worn. You may be required to wear a lab coat for some clinical rotations.
- b. **Headwear.** No hats or beanies should be worn for class, lab, or clinical. During lab practical examinations, check offs, and clinical rotations, hair must be pulled back neatly and away from the face. No hair ornamentations are permitted in lab or clinical. Such items can fall onto clients, impairing care given or even causing injury. Medical Alert bracelets or necklaces may be worn.
- c. **Jewelry.** During lab practical examinations, check offs and clinical rotations, NO jewelry, including body jewelry and tongue piercing, may be worn. If body jewelry is unable to be removed, it MUST be replaced with a clean retainer and covered with a Band-Aid (provided by the student). Dangling earrings and jewelry that can be caught with transfers should be removed.
- d. **Footwear.** Foot wear shall include dress shoes or tennis shoes that are quite, clean, not falling apart, nonskid soles, and allow for the clinician to be safe with functional mobility. Heels should be less than two inches. No flip flops or open toes shoes are permitted during practical examinations, checkoffs, or clinical rotations.
- e. **Hygiene.** Under no circumstances shall a student appear in dirty, ragged, sloppy, or otherwise unacceptable clothing. You should also be aware of your body hygiene. Brush your teeth and make sure you do not wear any scented products (i.e., cologne, perfume, after shave lotion, body lotions, shampoos, essential oils, hair sprays, body deodorants, or anything that has been washed or dried with scented detergent or fabric softener). Clients and/or classmates may have allergic reactions to even the slightest perfume, odor, or pet hair or dander. As you are aware, ACM has a strict no tobacco policy, including e-cigs. Any odors emitted from these products can adhere to you and your clothing. Do not smoke or partake of any e-cig products prior to your lab/clinical experience.
- f. **Appearance.** As part of your professional training, all students shall present themselves in a neat, clean, tidy manner. Clothes shall be modest in nature and not provocative, have no holes, be worn without any disclosure of underwear, and appropriate in fit. Clothes shall be clean and washed after every use. Students appearing in unacceptable clothing will be asked to leave and go home to change. Grade points will be deducted for time missed due to this type of infraction.

- Exposure of the “3 Bs” (breast, belly, and/or buttocks) is prohibited unless it is necessary to perform the task at hand. Make-up may be used in moderation.
- g. **Hair Color.** Hair color must be within the spectrum that is considered natural (i.e. hot pink, green, blue, purple, etc. are not permitted).
  - h. **Fingernails.** Fingernails must be short and should not extend past the end of the finger. ONLY clear polish is permitted. Artificial nails, gel nails, or any nail embellishments are unacceptable and not permitted during practical examinations and clinical rotations.
  - i. **Tattoos.** All visible tattoos must be covered while in lab/clinical settings. The student is responsible for providing their own [coverage](#) throughout the program.
  - j. **Chewing gum** is not permitted in class, clinical, or lab.
  - k. **Watch.** Student may be responsible to wear a watch. It is expected that this watch will be capable of measuring seconds and be easy to wash/disinfect.

## 5. Cell Phones

Although cell phones and electronic devices are a powerful and wondrous piece of technology, the mismanagement of these devices can often pose an unprofessional appearance and disrupt the learning environment. Because of these important issues, cellular phones and electronic devices must be in “silence” mode and stowed away in a purse or backpack (not on one’s lap) out of view of the instructors during classroom and clinical time unless the instructor grants permission. It is inappropriate to engage in unrelated cell phone discussion including texting during classroom, laboratory, and clinical hours. If members of the class have difficulty with following this policy, the instructor reserves the right to collect all cell phones and electronic devices prior to the start of the class, lab, and/or clinic and return the items on break and at the end of the class. Failure to adhere to this policy during clinical rotation **will result in dismissal** from the PTA Program.

Usage of cell phones, texting, and other electronic devices in classrooms, laboratories, or clinical settings is ultimately at the discretion of each course instructor. If extenuating circumstances exist that warrant the use of a cell phone, the instructor must be made aware of that circumstance prior to the start of class. The instructor reserves the right to approve or deny the student’s request. In addition, each instructor reserves the right to enforce this policy as they deem appropriate, which may include dismissal from the class. Any reasonable enforcement of this policy will be upheld by the Program Director. Please refer to the *Student Handbook* Policy on Use of Cellular Telephones.

## 6. Social Networking

We understand the importance, frequency and ease of students’ communication with fellow students through various means. Past classes have found it helpful to set up a PRIVATE Facebook page to be used for sharing ideas, study tips, and announcements. This is encouraged; however, under NO circumstances should social media of any kind be used for the following:

- Inappropriate disclosure of confidential information;
- Inappropriate disclosure of personal information and/or photographs;
- Inappropriate and/or unauthorized publications;
- Damage to personal relationships;
- Bullying;

- Derogatory comments about classmates, the PTA program, PTA program faculty, fieldwork supervisors or facilities.

The use of social networking by students and health care professionals should be done with careful consideration. In order to avoid any potential biases, students are **STRONGLY** discouraged from initiating or accepting friend requests from anyone associated with the clinical experience. This includes but not limited to clinical instructors, professional staff, patients, and/or family members. This allows students to be evaluated solely on clinical performance and not on personal information from social networking sites.

As both a professional ethic and legal requirement, students are expected to maintain patient confidentiality. Due to public nature of social networking sites, privacy and professionalism may potentially be compromised. Students may not post anything that compromises patient confidentiality. This includes, but is not limited to, names, references to the clinical site or clinical staff, pictures of any part of the patient's body, and any information that may identify the patient. Students should refrain from posting any negative comments about their clinical experience, site, clinical instructor, patients, or any other staff member on their personal social networking profile.

If the PTA Program at Allegany College of Maryland incorporates a social networking page on Facebook, in addition to the policies above, all postings on this network should be for professional purposes only.

As students, please remember to exercise caution and sound judgment when utilizing social networking as the information disseminated can be far reaching and potentially detrimental on many levels.

Failure to comply with the policy stated above may result in the student being **terminated from the program immediately.**

## 7. Recording Video and/or Audio

Recording audio or video of the instructor, classmates, or patients/clients is strictly prohibited unless the instructor, classmate, and/or client provide written consent for each incident. This also includes the use of computerized applications such as Snap Chat. Recordings are restricted due to the nature of how this information can be tampered with and misconstrued. Failure to comply would fall under unprofessional conduct and may lead to disciplinary action.

## C. OTHER DEPARTMENTAL POLICIES AND PROCEDURES

### 1. Student Rights, Responsibilities, and Policies

Refer to the *Student Handbook* for rules and regulations on the following:

- a. Code of Student Conduct
- b. Student Discipline
- c. Policy Regarding Student Cheating
- d. Policy Statement on the Release and Confidentiality of Student Records
- e. Policy on Recognition and Chartering of Student Organizations
- f. Policy on Communication of Student Information
- g. Veterans Standards of Progress

h. Allegany College of Maryland's Academic Regulations

## 2. Legal Documents

Students may not witness legal documents.

## 3 Confidentiality of Student Information

- a. The program maintains the statements set forth in the Academic Regulations Section in the *Student Handbook* regarding student confidentiality and in the college catalog regarding the Family Education Rights and Privacy Act of 1974 (FERPA).
- b. Communication with and about students regarding academic and clinical performance and other protected information will be conducted behind closed doors to maintain privacy.
- c. Student records, including any medical records protection of student privacy in the identity verification processes will be kept in a secure locked location.
- d. Confidentiality as it pertains to distance education shall be maintained by the following methods:
  - 1) the student must provide his/her student identification number upon logging onto the respective website;
  - 2) the student is provided with a protective password in order to officially sign onto the respective website;
  - 3) the student must provide a photo I.D. at the testing center; and
  - 4) the testing center staff will be provided with a specific confidential password which applies only to the specific test which is to be taken.
- e. Students will not discuss and/or post patient/client information outside of an appropriate learning situation such as in classroom or conference room. This confidentiality includes but is not limited to:
  - 1) patients and human subjects used in demonstrations and practice for educational purposes;
  - 2) protected health information; and
  - 3) information other than protected health information that is obtained from patients, subjects, or the clinical site (e.g., patient care protocols, administrative information.)

## 4. Confidentially Required by the Student

- a. **Confidentiality of Examinations.** Students are not to plagiarize (see Cheating/Plagiarism section) for any requirement of the course/program. Discussion of written examination questions or practical examination scenarios to or around any student who has not yet taken the examination is strictly prohibited and may result in a zero on an examination, loss of a retake attempt, or dismissal from the program for both parties. Please know that PTA licensure will be revoked to any individual deemed to be involved in any aspects of cheating or discussing NPTE examination question.
- b. You are always expected to identify yourself to the client/patient. You must always have a College photo ID while in the practical examination and practicum site and when working with clients/patients.
- c. You will not discuss clients outside of an appropriate learning situation. **Client names and records must be kept confidential.** This confidentiality includes



- but is not limited to: patients and human subjects used in demonstrations and practice for educational purposes; protected health information; information other than protected health information that is obtained from patients, subjects, or the clinical site (e.g., patient care protocols, administrative information.)
- d. Under no circumstances are you allowed to remove a client record or information from the facility. You may review the record with permission of the clinical instructor, but no part of it shall be permitted outside of the facility.
  - e. When writing papers/reports about clients, the identity of the client should be protected by using an alias or as Mr. or Ms. "XYZ".
  - f. Conversations between classmates should be of a professional nature. Remember, you are in an "open area" and the volume of your voice will carry throughout a clinical area.
  - g. Utmost respect is to be given in protecting the client's right to privacy. Always knock on the door and announce yourself, arrange clothing and covers/drapes to maintain the client's modesty, and protect your client from injury.
  - h. Students found **guilty of breach of confidentiality** will be subject to **disciplinary action and /or dismissal** from the PTA Program. HIPPA (Health Insurance Portability and Accountability Act) guidelines are to be adhered to at all times. Refer to the *Allied Health Professionalism Standards* for more details.

#### D. VIOLATIONS OF POLICIES

Unless otherwise specified, failure to comply with any of the PTA Program policies or College Wide Policies will result in the following actions:

1<sup>st</sup> offense: a verbal warning with the possibility of being sent home.

2<sup>nd</sup> offense: written warning and placed on **probation** with the possibility of being sent home.

3<sup>rd</sup> offense: dismissal.

**ONE** episode during the probationary period will result in **dismissal** from the program unless otherwise determined by the instructor.

Note: The respective clinical site will be notified if a student is on probation. The clinical site has the right to decline and/or dismiss any student. If a student is on probation and the clinical site files a complaint about this student for any reason, he/she will be immediately dismissed and ineligible for readmission.

## **VI. STUDENT EXPECTATIONS AND REQUIREMENTS**





## A. Physical and Mental Requirements

Due to the nature of the work required of the students in our program, the applicant must be able to comply with all of the Expectations as outlined in section below which includes the following subdivisions:

1. Choosing a Health Care Profession
2. The Profession of Physical Therapy
3. Communication with Other Individuals and Groups
4. Appearance
5. Professional Ethics
6. Policies and Procedures
7. Professional Technical Standards/ Essential Functions
8. Specific Physical Requirements
9. Response in Emergency Situations
10. Criminal Background Check
11. Drug Tests
12. Transportation
13. Insurance
14. Rigors and Schedule
15. Other Requirements

## B. EXPECTATIONS OF A CANDIDATE FOR THE PHYSICAL THERAPIST ASSISTANT PROGRAM

I, \_\_\_\_\_, have read the Expectations of a Physical Therapist Assistant Candidate.

\_\_\_\_\_ I believe that I comply with all the Expectations and should be considered for the Physical Therapist Assistant Program at Allegany College of Maryland.

\_\_\_\_\_ I believe that I am unable to comply with all the Expectations; however, I wish to be considered for the Physical Therapist Assistant Program at Allegany College of Maryland. I have provided a written explanation of why I believe I do not meet the Expectations as stated.

\_\_\_\_\_ I believe that I am unable to comply with all of the Expectations. I wish to withdraw my request to be candidate for the Physical Therapist Assistant Program. Explanations verbal or written are not necessary.

**I understand that if I cannot comply with these Expectations, that it may be cause for my dismissal from the program at any time during my educational process**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## 1. CHOOSING A HEALTH CARE PROFESSION

The decision to work in the health care profession should be based on an understanding of various health care professions. Some health professions require working in intense situations with terminally ill or severely injured people. Physical Therapy requires working with all types of patients and various types of environments including, but not limited to rehabilitation centers, hospitals, schools, patient's homes, and outpatient clinics.

### EXPECTATIONS:

A candidate for the Physical Therapist Assistant Program should:

- feel comfortable working with patients with disabilities, and have the desire to help alleviate these disabilities.
- be able to treat and render assistance to all individuals, of all cultures, across lifespan, without prejudice and repulsion.

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*If unable to meet these expectations, please explain:*

## 2. THE PROFESSION OF PHYSICAL THERAPY

Critical to the selection of a profession is the understanding of what the profession is, and what the profession does. Not everyone is suited to a specific profession.

### EXPECTATIONS:

A candidate for the Physical Therapist Assistant Program:

- knows the basic functions of the profession and agrees with the basic philosophy and practice of Physical Therapy.
- has a basic understanding and agrees with the philosophy of the Physical Therapist Assistant Program at Allegany College of Maryland.
- has a basic understanding of the differences among other allied health professionals and Physical Therapy (Occupational Therapy, Nursing, Social Work, Speech Therapy, etc.)

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*If unable to meet these expectations, please explain:*

### 3. COMMUNICATIONS WITH OTHER INDIVIDUALS AND GROUPS

In Physical Therapy, the assistant is required to communicate appropriately and build relationships with other individuals of all ages, race, sex, and cultural differences. Therapists are required to communicate in groups. They should have an interest in several subjects in order to converse on a casual and therapeutic basis.

#### EXPECTATIONS:

A candidate for the Physical Therapist Program:

- must be able to clearly and appropriately communicate, both orally and in writing, with patients, instructors, and staff to give and receive information relevant to the patient; and be able to hear and see accurately to gather information and assess the patient.
- should have some experience working with groups or clubs and would benefit from the role of a leader in a group or club.

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*If unable to meet these expectations, please explain:*

### 4. APPEARANCE

Physical Therapy is a medically related profession. Often, the medical profession is critical of certain attire for safety and patient care reasons. For example, large and abstract jewelry is a hazard around machinery and patients; personal hygiene (i.e. body, pet, nicotine/vaping odors) or heavy perfumes/cologne are obnoxious or even dangerous to patients who are ill, etc. Furthermore, you are representing the profession even in the classroom; thus, you are expected to dress respectfully. This means no ripped clothes and keeping the 3 B's (breasts, belly, and buttocks) covered at all times unless otherwise dictated by lab procedures.

#### EXPECTATIONS:

A candidate for the Physical Therapist Assistant Program must dress in accordance with the Physical Therapist Assistant Program at Allegany College of Maryland and the policies of the clinical affiliation sites.

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*If unable to meet these expectations, please explain:*

## 5. PROFESSIONAL ETHICS

Professional ethics is the rightness and wrongness in relation to performing duties and responsibilities of a profession. The Code of Ethics for the Physical Therapy profession is a public statement of the values and principles used in promoting and maintaining high standards of behavior in Physical Therapy. The Code of Ethics is a set of principles that applies to Physical Therapy personnel at all levels.

### EXPECTATIONS:

A candidate for the Physical Therapist Assistant Program:

- should demonstrate performance at all times that is consistent with the APTA's Standards of Ethical Conduct and Value Based Behaviors. These skills are evaluated on the PTA Student Professionalism Scale. The subcategories are as follows:
  - Professional Attributes
  - Work Ethic and Responsibility
  - Relationships and Interpersonal Competence
  - Knowledge and Critical Thinking
  - Internalized Values and Ethical Behaviors
- should be able to develop a sense of rightness and wrongness appropriate to employment in a health care setting and adhere to the profession's ethical documents.

---

*If unable to meet these expectations, please explain.\*\*\*\*\**

## 6. POLICIES AND PROCEDURES

The Physical Therapist Assistant student is responsible for adhering to the policies and procedures of Allegany College of Maryland, the PTA Program, and all organizations they attend for their clinical rotations. More information of these policies can be found in the College Catalog, College Student Handbook, Program Handbook, Clinical Education Handbook, other corresponding clinical site documents, etc.

### EXPECTATIONS:

A candidate for the Physical Therapist Assistant Program shall seek knowledge of and abide by all policies and procedures of the college and clinical affiliation sites.

---

*If unable to meet these expectations, please explain:*

## 7. Professional Technical Standards/ Essential Functions

Students are expected to demonstrate these professional technical standards\* with or without reasonable accommodations.

### 1. Intellectual-conceptual abilities

*Demonstrate the academic ability to absorb a large volume of technically detailed material, synthesize information, and apply data to solve complex clinical problems. Additionally, well-developed study skills, motivation, and personal accountability are essential to acquire information in a limited or accelerated timeframe successfully.*

### 2. Behavior and social attributes

*Demonstrate the ability to develop the emotional maturity to approach highly stressful human situations in a calm, safe, and rational manner. Students must display sound ethical integrity consistent with a healthcare professional\*.*

### 3. Communication

*Demonstrate the ability to communicate accurately with patients, clients, other healthcare professionals and the community in order to elicit and share information, to detect changes in mood and activity, and to establish a therapeutic relationship. Students should be able to communicate effectively and with sensitivity when dealing with patients, clients and all members of the health care team in person, in writing and in all forms of documentation.*

### 4. Observation

*Demonstrate sufficient ability to observe demonstrations, clients and/or patients accurately from afar and within close proximity. Visual, auditory, tactile, and olfactory senses may be necessary for observations.*

### 5. Motor capabilities.

*Demonstrate sufficient ability and stamina with or without reasonable accommodations to fulfill the customary requirements of the program and the profession. Gross and fine motor skills, as well as, visual, auditory, tactile, and olfactory senses may be necessary to monitor, assess, and respond to patient care situations safely and efficiently.*

Allegany College of Maryland maintains a strong institutional commitment to equal educational opportunities for qualified students with disabilities who apply for admission or who are already enrolled. The technical standards are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Students and prospective students who disclose their disabilities will have a confidential review by the Academic Access & Disability Resources Director to determine whether there are any reasonable accommodations or alternative mechanisms that would permit the candidate to satisfy the standards. This process is informed by the knowledge that students with varied types of disabilities have the ability to become successful career professionals. Contact [adr@allegany.edu](mailto:adr@allegany.edu) or 301-784-5234 for a confidential consultation.

Professional Technical Standards were approved 3/19/2021

\*Refer to Professional Technical Standards/Program Guidelines/Course Syllabi/College Student Handbook

## 8. SPECIFIC PHYSICAL REQUIREMENTS

Be free of contagion and possess sufficient physical stamina with or without reasonable accommodations and possess mental stability to fulfill the requirements of the program and the customary requirements of the profession to competently perform the technical activities that are a critical part of the program curriculum and profession.

### EXPECTATIONS:

A candidate for the Physical Therapist Assistant Program must be able to:

- work for 10 – 12 hours performing physical tasks requiring physical energy without jeopardy to patient and student safety.
- establish and work toward goals in a consistently responsible, realistic manner.
- *be able to carry out skills as listed in the Minimal Required Skills of the Physical Therapist Assistant Document put forth by the APTA. See [www.apta.org](http://www.apta.org) for more details. These skills include but are not limited to having functional visual, auditory, tactile, olfactory senses and motor skills which must be adequate to monitor, assess, and respond to a patient's health needs. In addition, a student must be able to reach, manipulate and operate the equipment necessary to work with patients/clients. A candidate must also be able to guard, move, transfer, ambulate and manipulate a patient/client as necessary to perform didactic and clinical assignments. This may include, but is not limited to, being able to lift approximately 50 pounds.*

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*If unable to meet these expectations, please explain:*

## 9. RESPONSE TO EMERGENCY SITUATIONS

Health care professionals frequently engage in emergency situations. CPR and other emergency/first aid training are required of Physical Therapist Assistants.

### EXPECTATIONS:

A candidate for the Physical Therapist Assistant Program must be able to:

- respond and demonstrate appropriate judgment in emergency situations.
- complete a course in Cardiopulmonary Resuscitation for the Health Care Provider/ Basic Life Support and remain current with certification.
- complete a course in Emergency/First Aid Training and remain current with certification.

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*If unable to meet these expectations, please explain:*

## 10. CRIMINAL BACKGROUND CHECK

PTA Program clinical sites require receipt of the results of a criminal background check before accepting a student for clinical rotations and may not accept a student with a criminal record. The PTA Program contracts with an independent agency to perform criminal background checks and the cost of the service is included as a course fee in the first semester of Phase II of the program. The results of the criminal background check are reported to the PTA program director and will be shared only with the clinical coordinator within the PTA program and the clinical site. If a student has any criminal history, he or she may not be able to complete clinical rotations. As clinical rotations are an integral part of the PTA curriculum, the student may also not be able to complete the program. In addition, a criminal history must be reported to the Federation of State Boards of Physical Therapy (FSBPT) by the student and may prevent the student from becoming certified and licensed to practice physical therapy. Graduates of the program are eligible to sit for the certification examination administered by Federation of State Boards of Physical Therapy (FSBPT), 124 West Street South, Third Floor, Alexandria, VA 22314, [www.fsbpt.org](http://www.fsbpt.org), Phone: 703-299-3100.

### EXPECTATIONS:

A candidate for the Physical Therapist Assistant Program should:

- have a clean criminal record.
- understand that during enrollment in the program, any official change, or the initiation of any governmental proceeding affecting the information revealed by the initial criminal background check must be reported immediately to the director of the program.

---

If unable to meet these expectations, please explain.



## 11. DRUG TESTS

The clinical sites may require a drug test at any time prior to or during Phase II. The cost for this test is the responsibility of the student. The results of the drug test are reported to the PTA program director and will be shared with the clinical coordinator within the PTA program and the clinical site. If a student has a positive drug test, he or she may not be able to complete clinical rotations, and may be dismissed from the program. In addition, a positive drug test must be reported to the FSBPT and may prevent the student from becoming certified and licensed to practice physical therapy. Graduates of the program are eligible to sit for the certification examination administered by FSBPT, 124 West Street South, Third Floor, Alexandria, VA 22314, [www.fsbpt.org](http://www.fsbpt.org), Phone: 703-299-3100.

*Please note:* A positive drug test for marijuana falls under having a positive drug test. Also, it may be possible that taking over-the-counter hemp-derived products such as CBD oil can yield a positive drug test. Any positive drug exam may lead to inability to attend clinical rotation, dismissal from the program, and/or inability to sit for the board exam.

### EXPECTATIONS:

A candidate for the Physical Therapist Assistant Program must:

- have a clean drug test.
- understand that during enrollment in the program, any official change, or the initiation of any governmental proceeding affecting the information revealed by the initial drug test must be reported immediately to the director of the program.

---

*If unable to meet these expectations, please explain:*

## 12. TRANSPORTATION

Be physically and academically prepared to participate in clinical assignments which occur at different times in a variety of geographic locations. TRAVEL AND TEMPORARY RELOCATION ARE A STRONG POSSIBILITY. If the student partakes in a home health clinical setting for their clinical experience, the student must drive themselves to the client's home. If the student rides in the same vehicle as their clinical instructor, that student will assume all financial responsibility if an accident were to occur.

### EXPECTATIONS:

A candidate for the Physical Therapist Assistant Program must:

- be responsible for his/her own transportation to and from all clinical affiliations and didactic courses.
- be responsible for the cost of traveling, food, as well as housing, if necessary, when attending didactic courses and clinical rotations.

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*If unable to meet these expectations, please explain:*

### **13. INSURANCE**

It is required by the PTA Program that students be covered by medical insurance before practicing in the clinical setting, as this is NOT provided by the College. Students are responsible for their own health insurance. Personal health insurance information is available at the ACM Business Office located in Room 162 of the College Center building.

#### **EXPECTATIONS:**

A candidate for the Physical Therapist Assistant Program must:

- Purchase health insurance prior to the start of Phase II of the program and maintain coverage throughout the duration of Phase II of the program.

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*If unable to meet these expectations, please explain:*

### **14. RIGORS AND SCHEDULE OF THE PROGRAM**

Phase II of the PTA Program includes the professional coursework and can only be taken at the Cumberland Campus of ACM. Students should plan for full-time school for 12 consecutive months (fall and spring semester both with a possible 2-week early start followed by a summer session) from August to August not counting orientation days. It is the student's responsibility to be prepared for approximately 40 hours per week of class, lab, clinic, and travel time. This portion of the curriculum is very intense and does require a substantial commitment of time and effort. Students are required to successfully complete both written and practical (hands-on) examinations throughout the curriculum. Phase II course work must be completed with a "C" or better with the student having maintained an overall 2.5 GPA, or the student will not be able to proceed in the program.

#### **EXPECTATIONS:**

A candidate for the Physical Therapist Assistant Program must:

- Expect 2 to 3 orientation days in the summer prior to the August start. (Typically, the end of June and the end of July.)
- Prepare for a full-time commitment to 12 consecutive months of coursework.
- Review the rigors of the program.

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*If unable to meet these expectations, please explain:*

### **15. OTHER REQUIREMENTS**

It is required by the PTA Program that students review the PTA Program Booklet which list post acceptance requirements. These requirements include items (i.e., physical examination, satisfactory health record including immunizations, liability insurance, uniform, etc.). A listing of the approximate cost is also provided on the Program website under the Cost to Students tab.

#### **EXPECTATIONS:**

A candidate for the Physical Therapist Assistant Program must:

- Review the post acceptance requirements and purchase necessary items prior to the start of Phase II of the program.

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*If unable to meet these expectations, please explain:*

## C. OTHER PHASE II REQUIREMENTS

Once admitted into the Clinical (Phase II), students are required to provide proof of the following information. These requirements are the financial responsibility of the student.

### 1. ACM Medical Examination Record Form

All students will be required to have a complete physical examination with a statement from the physician stating that he/she is both physically and mentally competent to enter the PTA program. Physicals must be submitted prior to the first day of PTA classes. Failure to do so will result in the student being unable to continue in the Program. This form includes a:

- a. physical examination indicating good mental and physical health;
- b. satisfactory health record, including immunizations; and
- c. signature(s) of completion by a licensed, practicing physician, nurse practitioner, or physician assistant;
- d. signature of the student indicating agreement with their records.

See Student Health Section, PTA Booklet, and college catalog for more details.

### 2. Cardiopulmonary Resuscitation CPR Certificate AND First Aid Certification

All students are required to obtain and maintain American Heart Association Basic Life Support CPR Certification and First Aid Certification prior to participating in all clinical rotations. A copy of both the front and back of each card must be submitted and be kept on file in the PTA Program. The student shall present the original card with the copy and provide updates as needed. It is the student's responsibility to keep the CPR and First Aid current throughout the program. Failure to do so will result in inability to perform the clinical affiliation. Missing the clinical affiliation due to not providing evidence of current CPR and First Aid will be counted as an unexcused clinic absence and could result in a failing grade for the clinical affiliation and dismissal from the program.

### 3. First Aid Certification

See number 2 above.

### 4. Health/ Medical Insurance

All students must be covered by health/medical insurance before practicing in the clinical settings. A copy of the current insurance policy and/or card will be maintained in the Nurse Management Wellness Center and/or the PTA Program Department student file. The student must assume responsibility for all medical expenses incurred as a result of any type of exposure to infectious agents or injury incurred in any campus setting or clinical/lab setting. The cost of the insurance policy is at the student's expense and it is the student's responsibility to keep the policy current throughout the program. Failure to do so will result in the inability to perform the clinical affiliation. Missing the clinical affiliation due to not providing evidence of medical insurance will be counted as an unexcused clinic absence and could result in a failing grade for the clinical affiliation and dismissal from the program.

See Section V Student Health for more details.

### 5. Liability Insurance and Hospital Regulations

- a. All students must be covered by liability insurance before practicing in the clinical settings. A copy of the current insurance policy will be maintained in the PTA Program Department student file. The cost of the insurance policy is at the student's expense, and it is the student's responsibility to keep the policy current throughout the program. Failure to do so will result in the inability to perform the clinical affiliation. Missing the clinical affiliation due to not providing evidence of liability insurance will be counted as an unexcused clinic absence and could result in a failing grade for the clinical affiliation and dismissal from the program.
- b. Students are governed by rules, regulations, and employee health policies of the cooperating facility for clinical rotations. It is the student's responsibility to become familiar with this information. A student with a physical liability may be required to sign a waiver.

## 6. APTA Membership

Students will be required to be a member of the American Physical Therapy Association.

## 7. PTA Uniform Purchase (includes shirt/pants, scrubs, ID name badge, etc.)

## 8. Criminal Background Check/Drug Screening

All students enrolled in the clinical phase of the program, per the requirement of a clinical facility, will be requested to undergo a criminal background check and/or drug screening. Students will be given instructions for Background Checks after acceptance into the program, but before start of the fall semester as part of a *To Do List*.

The student will be notified of specific clinical facility requirements by the ACCE at the beginning of the semester when clinical rotation schedule is distributed. Clinical specific requirements must be completed PRIOR to the start of the clinical rotation. *It is the responsibility of the student to assure this obligation is completed, including financial costs. (See also Expectations of a Candidate in the Program Application and Section VI of this Handbook)*

- a. If participating in clinical rotations in Pennsylvania, students must also obtain PA Access to the Criminal History (PATCH), fingerprinting, and a Child Abuse History Clearance.
- b. During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the PTA program.
- c. If a student has a criminal background history, he/she can still be admitted to the program. However, he/she may be unable to find clinical sit placement or take the licensure examination. It is the responsibility of the student to report criminal background information to the licensure review board prior to sitting for the exam. Students will not be permitted to participate in clinical affiliation until these items have been submitted to the clinical coordinator.

## 9. Computer & Internet Access

All students must have Internet access and a computer with audio and video capabilities (i.e. microphone and webcam) to be able to have access to certain coursework materials, meetings, and tests. This can be through a home computer connection, or on-campus computer lab. Computer labs are located in the PTA classroom, in the library, and in various buildings throughout campus.

You may also be asked to video record lab components and upload them for review. Lecture and lab materials will be posted online. You will be responsible to print out your own handouts if you prefer hard copies unless otherwise indicated by the instructor.

#### 10. Travel.

Ability to have transportation to and from various clinical sites all over the region. See Expectations.

#### D. GENERAL RELEASE/ WAIVERS

All students enrolled in the clinical phase of the program will be required read and sign documents granting their permission on the items as listed below. See *General Release/Waiver Form* located in Appendix C for more details.

#### E. Assessment Forms

In an era of evidenced based practice and assessment, the college and program have various forms of assessment. The program values feedback of all kinds. Students should be aware of the many forms of assessment and will be expected to complete such forms during and/or after their participation in the program in order to help the Program strive for excellence. Below is a list which is not all inclusive and subject to modification as needed. See Appendix D for details.

- a. Learning Contract/ Action Form
- b. Test Analysis Tool
- c. PTA Professionalism Scale (Filled out by student and faculty)
- d. Student Peer Review
- e. Evaluation of Student by Associated Instructors
- f. Student Evaluation of Faculty
- g. Student Evaluation of Guest Speaker
- h. Withdrawal Exit Survey
- i. Graduation Exit Survey

#### F. COVID 19 Related Documents

College related documents related to COVID can be found on the college website at <https://www.allegany.edu/coronavirus/index.html>

Program specific documents can be found in Appendix C and include the following:

1. Covid 19 Consent & Waiver- High Exposure Activity
2. ACM- Returning to the Workplace Guide  
<https://www.allegany.edu/coronavirus/documents/ACM-Returning-to-the-Workplace-Guide-6-3-2020.pdf>
3. ACM- Returning to the Classroom Lab Guide
4. Return to the Clinic Clinical Instructor Statement of Understanding
5. Return to the Clinic Student Attestation
6. Student Attestation of Health

**ALLEGANY COLLEGE  
PHYSICAL THERAPIST ASSISTANT  
PROGRAM HANDBOOK**

**Appendix A:  
PTA Club Information**



## **GUIDELINES FOR A CLUB CONSTITUTION**

This outline provides you with the essential information needed to prepare or update a constitution for your club. The constitution defines primary, enduring characteristics of the group, especially those considered so important that they couldn't be changed without the consensus of a specified majority of the membership: An approved constitution is a requirement for all student groups using the College name and resources.

### **ARTICLE 1: NAME OF THE CLUB**

Explanation: What is the exact title to be used in addressing this group? The name should refer to the purpose of the group so that an uninformed person reading the name would have an idea of what the group is about.

Example: The name of the club will be the Computer Club henceforth referred to as the Computer Club.

### **ARTICLE 2: PURPOSE AND OBJECTIVES**

Explanation: What are the aims of your group? Who will it serve? Is it educational, social, recreational, academic, political, or religious in nature? Are there particular issues the group will address? What do you hope to accomplish in a broad sense? Example: The purpose of the "Computer Club" shall be to support all Student Life computer projects whether sponsored by a single club or organization, and to share information about computer use and programs.

1. To educate and train our membership regarding computer use and programs.
2. To organize "trouble-shooting" teams to assist campus computer users.
3. To coordinate program-wide activities to raise computer awareness.
4. To coordinate the dispersal of computers to members of the student body.

### **ARTICLE 3: MEMBERSHIP**

Explanation: Who are the members of the group? (i.e. all Allegany College of Maryland students or ACM students in a particular program).

Example: Membership in the Computer Club is open to all currently enrolled students at Allegany College of Maryland as well as any interested faculty, staff or administrator without regard to age, sex, race, color, religious belief, national origin or handicap.

### **ARTICLE 4: LEADERSHIP**

Explanation: Include the title, duties, terms of office, qualifications, means of determining leadership, contingencies for filling vacancies, terms for removal from office and any leadership group (executive committee). All clubs should have a President, Vice-President, and Secretary and/or Treasurer. You may wish to consider a Club Historian (to provide continuity and background information to new members or officers).

Example: The officers of the Computer Club will include the President, Vice President, Secretary, and Treasurer. Each will be nominated and elected by majority vote of attending members to a specified club meeting for this purpose at least three weeks in advance and to be held after Spring Break but before May 1 each year.



Each officer will remain in office for one-year contingent upon continued registration as a student at Allegany College of Maryland, maintenance of a 2.0 grade point-average, and attendance to 75% of required meetings.

An officer may be removed from office if a Club member expresses concern over his/her ability or judgment at a meeting. The officer in question must be notified in writing by mail at least 10 days prior to the meeting, in which she/he may provide an explanation (this right is waived if she/he does not attend the meeting) to be followed by a general discussion, and a vote by the membership in attendance. A 2/3 majority vote is required for removal from office. In case of removal of the President, the Vice President will become Acting President until elections are held.

In case of removal of another officer, the President will appoint a temporary officer. Elections must be held within six (6) weeks of removal from office.

### **Suggested Duties of Required Officers:**

**President:** Preside at all meeting, appoint all committee chairpersons, and present all motions to the membership

**Vice President:** Assume the duties of the President in his/her absence, advise committee Chairpersons, make arrangements for and publicize meetings.

**Secretary/Treasurer:** Keep club records, take and prepare minutes for distribution, keep an account of financial transactions, handle correspondence.

**Historian:** Attend all club events and maintain records for posterity.

### **ARTICLE 5: MEETINGS**

Explanation: State frequency of general and special meetings, who may call a meeting, agenda/minutes, and quorum requirements.

Example: The Executive Council of the Computer Club will meet two times a month between September a month between June and August. Any member may call a special meeting. Agenda items must be submitted to the Treasurer by noon the day prior to each meeting. Minutes will be taken at each meeting and approved at the following meeting. A quorum will consist of a minimum of seven members

### **ARTICLE 6: COMMITTEES**

Explanation: These include standing (regular, on-going) and special committees. Some suggested ideas for committees: Publicity, Programs, Special Projects, and Elections.

Example: Standing Committees include: Recruitment Committee: Plans campus-wide activity recruitment programs and assists individual clubs or organizations in recruitment efforts.

Program Committee. Reviews feasibility of club events and activities. Prepares lists of key tasks to be done coordinates (or assigns responsibility) for event management.

Publicity Committee: Plans and coordinates promotional efforts for club events and activities Designs, distributes posters, flyers, writes articles, etc. Special committees will be formed for specific purposes and will be dissolved once the purpose has been met.

## **ARTICLE 7: DUES**

Explanation: State amount, if any, and whether it entitles individuals to membership in the national or international organization. This must be optional.

Example: There are annual dues of \$5.00 to join the National Association; however no dues are required to become a member of the Allegany College of Maryland Computer Club.

## **ARTICLE 8: FACULTY/STAFF ADVISOR**

Explanation: Should the advisor be from a specific department? What is the term and responsibilities of the advisor?

Example: The advisor to The Computer Club shall be any interested staff or faculty member of the College; he/she shall serve a one year term, which is renewable each fall semester.

## **ARTICLE 9: RULES OF ORDER**

Explanation: What rules will the club set for meetings and activities?

Example: The Computer Club shall abide by Robert's Rules of Order.

## **ARTICLE 10: STATEMENT OF CONFORMITY**

Explanation: All clubs must agree to abide by the rules and regulations of the College and its official agencies.

Example: The Computer Club shall abide by the rules and regulations of the College and its official agencies.

## **ARTICLE 11: SERVICE COMPONENT**

Explanation: If desired, clubs may add a service component in their constitution. Services may be provided to the campus community or to any county or state organization.

Example: The Computer Club will participate in one service activity to the Campus or community each semester.

## **ARTICLE 12: AMENDMENTS**

Explanation: What are the requirements for an amendment to be made to the Constitution? Only when approved by the Student Government Association is the amendment official.

Example: Amendments to this constitution will require a 2/3 vote with at least 40% of the active members present. Amendments will become official when approved by the Student Government Association.

## **ARTICLE 13: STATEMENT OF ORIGINAL APPROVAL**

Explanation: The Student Government Association must approve this constitution in order for the club to obtain official status.

Example: This constitution shall become official only after approval, which is duly noted in the official records of the Student Government Association.



# PHYSICAL THERAPIST ASSISTANT (PTA) CLUB

August 7, 2012

## BYLAWS

### Article I: Name

The name of this organization shall be "The Physical Therapist Assistant Club"

### Article II: Purpose

To establish an environment for the education and encouragement of interest for students in the science of physical therapy within an academic and social setting. To raise money for graduation, lab and classroom necessities.

### Article III: Membership

Membership to the club will be upon successful acceptance to the PTA program

### Article IV: Leadership

The officers of the chapter shall be President, Vice President, Secretary, Treasurer and Historian(s). Students holding these positions shall be members of the clinical phase.

Officers shall be elected annually after all students have received notification of their acceptance into the clinical phase of the program.

Each officer will remain in office for one-year contingent upon their continued status in the Phase II of the PTA Program.

An officer may be removed from office if a Club member expresses concern over his/her ability or judgment at a meeting. The officer in question must be notified in writing by mail at least 10 days prior to the meeting, in which she/he may provide an explanation (this right is waived if she/he does not attend the meeting) to be followed by a general discussion, and a vote by the membership in attendance. A  $\frac{3}{4}$  majority vote is required for removal from office. In case of removal of the President, the Vice President will become Acting President until elections are held.

In case of removal of another officer, the President will appoint a temporary officer. Elections must be held within four (4) weeks of removal from office.

### Suggested Duties of Required Officers:

**President:** Preside at all meetings, appoint all committee chairpersons, and present all motions to the membership.

**Vice President:** Assume the duties of the President in his/her absence, advise committee Chairpersons, make arrangements for and publicize meetings.

**Secretary:** Keep club records, take and prepare minutes for distribution, send notes of appreciation to guest speakers.

**Treasure:** Keep an account of financial transactions, handle correspondence. Give a full financial report at the end of the year to the club advisor.

**Historian:** Attend all club events and maintain records from posterity.

### **Article V: Meetings**

The PTA members will meet a minimum of 1 time per semester. Any member may call a special meeting. Agenda items must be submitted to the President by noon the day prior to each meeting. Minutes will be taken at each meeting and approved at the following meeting. A quorum will consist of a minimum of 3/4 of total membership.

### **Article VI: Committees**

A special committee may be formed by majority  $\frac{3}{4}$  vote of the club members.

### **Article VII: Dues**

Membership dues will be based on the annual PTA Club budget.

### **Article VIII: Faculty/Staff Advisor**

The advisor of the PTA Club shall be the PTA Program Director. He/she shall serve a one-year term, which is renewable each fall semester. In the case that the Program Director cannot serve, the Clinical Coordinator shall become the advisor.

### **Article IX: Rules of Order**

The PTA Club shall abide by Robert's Rules of Order.

### **Article X: Statement of Conformity**

The PTA Club shall abide by the rules and regulations of the College and its official agencies.

### **Article XI: Service Component**

The PTA Club will participate in at least one service activity to the Campus or community per year.

### **Article XII: Amendments and Revisions**

The bylaws may be amended by a  $\frac{3}{4}$  vote of clinical members.

### **Article XIII: Statement of Original Approval**

This constitution shall become official only after approval, which is duly noted in the official records of the Student Government Association.

### **Parliamentary Procedure**

Parliamentarian- to give advice to the chair

Order of business

1. Call to order
2. Reading and approval of minutes
3. Treasurers Report
4. Reports of Standing Committee
5. Reports of Special Committee
6. Old business (motions postponed to a certain time)

7. New business
8. Announcements
9. Adjournment

An invocation or roll call would usual be placed after the call to order

Affirmative vote always first.

1. Voice vote
2. Show vote- one special form is a roll call vote used in recording votes
3. Secret Ballot –used in voting on highly controversial matters; provides exact count

Unanimous or general consent =can operate without the use of a formal motion and second- routine business as approval of minutes.

Majority is “just over half of the legal voted cast” – a tie would defeat any motion.

Steps in handling a motion: used for most motions

1. Recognition of a member= “I move”
2. Second
3. Chairperson states motion to the group and open discussion
4. Vote
5. Chair announces result of vote

No meeting should start unless a minimum number of members are present. Without a quorum, no meeting can legally begin. The quorum should be stated in the Constitution- it may be a % or a fixed number. If none is stated in the Constitution, a majority of membership must be present. If people leave until there is no quorum, business may be legally continued until someone challenges the lack of quorum.

Precedence= is another word for rank- determines what you can do. Two levels:

1. between groups of motions
2. within each group of motions

Pending= motions made but not disposed of

Main motions have lowest precedence- mover must get recognition

Special main motions

1. Reconsider
2. Rescind- applies to motions that have been passed
3. Resume consideration

## MEETING MINUTES SAMPLE

(\*Please use the following format for each meeting minute. Feel free to modify as appropriate.)

**Date:**

**Members Present:**

**Members not present:**

**Call to order:**

Club meeting was called to order by class president, at \_\_\_\_\_(am/pm).

**Old business:**

Reading and approval of previous meeting minutes.

**New business:**

Liaison report:

Treasurer report:

Fundraising coordinator report:

Other special or standing committee report:

Club member X made a motion for Y.

The motion was seconded by club member A.

Chair stated motion to the group for open discussion.

The Club voted and motion passed by  $\geq \frac{3}{4}$  vote.

The Chair announces the result of the vote.

**Additional Announcements**

**Adjournment:**

Club meeting was adjourned by the club president, at \_\_\_\_\_ (am/pm).

Note: \*A copy of the meeting minutes should be sent to the Club Advisor (PTA Program Director) within a week of the meeting.

**ALLEGANY COLLEGE  
PHYSICAL THERAPIST ASSISTANT  
PROGRAM HANDBOOK**

**Appendix B:  
Allied Health Policies**





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Allegany College of Maryland  
**ALLIED HEALTH PROGRAMS**  
**PROFESSIONALISM STANDARDS**

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“Professionalism is an indispensable element in the compact between the medical profession and society that is based on trust and putting the needs of patients above all other considerations.” – *Professionalism: Good for Patients and Health Care Organizations* Mayo Clinic Proceedings 2014 (Volume 89, Issue 5, Pages 644–652).

**Purpose:**

To establish a consistent standard of professionalism for all Allied Health programs and students. This consistency facilitates faculty's teaching professionalism across all the related curricula, supports the expectations within the professions themselves, prepares students for both clinical experiences and future employment, minimizes confusion by students who change programs, holds students accountable for meeting the standard, and creates a systemic process for both accountability and review/appeal.

This document does not address course requirements, grades, or other purely instructional matters. See course syllabi and/or program manuals for academic information. Where student actions are addressed in course syllabi and in professionalism standards (eg., attendance), the instructor shall choose which procedure is to be applied consistently within the course or program – in consultation with the Program Director as needed.

**Professionalism Statement and Standards:**

As a student in an Allied Health Program at Allegany College of Maryland, you are required to conduct yourself in a professional manner in the classroom, in clinical/practicum settings, and in any setting or activity that is related to your program or course. Professionalism is broadly understood as how a person performs the duties of his/her job with respect to ethics, compliance with policies/procedures, compliance with workplace expectations, treatment of patients, and treatment of colleagues. For Allied Health students at Allegany College of Maryland, professionalism standards include but are not limited to the following expectations:

Students shall ~

1. Follow the profession's rules of ethics.
2. Be honest and trustworthy.
3. Never violate patient confidentiality or HIPAA.
4. Never provide care that is inconsistent with best practice or training.
5. Maintain appropriate boundaries.
6. Show compassion/sensitivity.
7. Practice effective written, verbal, and non-verbal communication skills by being
  - (a) accurate
  - (b) timely
  - (c) courteous in content
  - (d) courteous in tone/delivery
8. Report to class and to work
  - (a) on time,
  - (b) prepared/ready for the day's tasks,

- (c) clean, and
  - (d) dressed in attire that is suitable for the day's tasks.
9. Follow directions and apply constructive feedback from instructors and supervisors.
  10. Follow safety rules and shall not act in any way that endangers the safety of patients, clients, residents, other recipients of services, classmates, colleagues, or supervisors.
  11. Not report to class, course or program/program-affiliated activities, or clinical sites impaired by a condition which renders the student unable to provide safe, competent care or safely participate in the educational experience.
  12. Not report to class, lab, clinical site, course or program/program-affiliated activities impaired by the use of alcohol and/or other chemical agents that cause drowsiness, affect cognitive ability or judgement, and/or cause changes in behavior that negatively affect the student's safety, participation, or performance.
  13. Follow the College policies including the Sexual Misconduct & Sex Discrimination (Title IX) Policy and the Code of Student Conduct\*. Students are expected to be familiar with both policies.
  14. Follow all local, state, and federal laws\*.
    - \*Acts which violate these standards can prompt appropriate disciplinary action, criminal prosecution, and/or academic consequences [as described below].
  15. Not engage in other acts/behaviors which are inconsistent with professional standards in the health care field. If the act/behavior could jeopardize professional employment, it could reasonably be considered a violation of these professionalism standards.

Students shall seek guidance if/when they do not understand what is expected or if they are unsure whether an act violates standards of professionalism. Students are encouraged to meet with instructors and supervisors privately if the student questions or disagrees with guidance, directions, or feedback.

**Consequences for Non-professional conduct:**

A violation(s) of professional standards will be addressed promptly by the instructor, clinical supervisor, or program director who shall make recommendations in accordance with the program guide/manual pursuant to the following procedures:

- 1) Immediate action will be taken on site to correct any unsafe or dangerous situation.
- 2) The situation/incident will be documented by any person with knowledge.
- 3) Documentation will be forwarded to the Program Director.
- 4) The Program Director will review the documentation and meet with the student to determine the appropriate next step(s). Other persons may also be contacted and other records may also be reviewed for information.
  - (a) No action required / resolved by personnel on site
  - (b) Written reprimand
  - (c) Specific corrective action that is appropriate for the specific situation. Examples include remedial work, apology, or other task/assignment designed to assist the student's learning.

- (d) Probation: student is on notice that any subsequent incidents of non-professional conduct place that student at risk of suspension from the program or dismissal from the program. Probation may be accompanied by specific corrective action designed to assist the student's learning.
  - (e) Recommendation: Suspended from program
  - (f) Recommendation: Dismissed from program
- 5) The Program Director may consult program faculty, other Program Directors, and/or other College personnel before making a final decision/recommendation.
  - 6) If the Program Director determines that no action, written reprimand, specific corrective action, or probation is appropriate for the situation, the Program Director may implement that decision immediately via written notification to the student. When possible, the Program Director should meet with the student. The Program Director's decision is final.
  - 7) If the Program Director recommends suspension or dismissal from the program, s/he will notify the student of this recommendation and inform the student that the Allied Health Directors' Accountability Committee will decide the appropriate action; the Program Director will provide the student with information about the next steps in this procedure. The Program Director will submit all the documentation along with his/her recommendation and reasoning to the Dean of Student & Legal Affairs (or designee)
  - 8) The student shall have an opportunity provide his/her account of the alleged violation of professionalism standards by submitting a written statement for consideration by the Allied Health Directors' Accountability Committee within three business days. The statement is provided to the Dean of Student & Legal Affairs (or designee), ex officio member of the A.
  - 9) The Allied Health Directors' Accountability Committee will review the documentation in a timely manner and meet with the Program Director for any questions or additional information as needed. The Committee has discretion to solicit information from other program faculty/staff as needed. The Committee has discretion to solicit information from the student and has discretion to meet with the student. The Committee may accept, modify, or deny the Program Director's recommendation. The Committee sends its written determination to the Program Director.
  - 10) The Program Director implements the Committee's decision and notifies the student in writing. When possible, the Program Director should meet with the student to review the Committee's decision and next steps.
  - 11) The student may accept the decision or appeal to Dean of Career Programs.

### **Appeal Process:**

If a student chooses to appeal the decision by the Allied Health Directors' Accountability Committee, s/he shall notify the Dean of Student & Legal Affairs in writing. The student shall provide a written statement detailing the reason(s) why the student disagrees with the Committee's decision and what the student's alternative solution is. The Dean of Student & Legal Affairs forwards all the documentation to the Dean of Career Programs who reviews all the documents and meets with the student. The Dean of Career Programs may solicit additional information from other persons/records. The Dean of Career Programs determines whether to

accept, modify, or deny the Committee's decision. The Dean of Career Programs notifies the student in writing.

If the Dean of Career Programs' decision is adverse to the student, the student may appeal the Dean's decision to the Senior Vice President of Instruction & Student Affairs following the same process. The Vice President may solicit additional information from other persons/records. The Vice President determines whether to accept, modify, or deny the Committee's decision. The Vice President notifies the student in writing.

If the Vice President's decision is adverse to the student, the student may appeal the Vice President's decision to the President following the same process. The President may solicit additional information from other persons/records. The President determines whether to accept, modify, or deny the Committee's decision. The President notifies the student in writing.

\*All steps in these procedures should be done in a reasonably timely manner – taking into consideration critical academic calendar dates, course/program deadlines, clinical schedules, impact upon the student, impact upon classmates, impact upon clinical personnel, impact upon faculty/staff, and other relevant factors. If the matter cannot be resolved in a timely manner, relevant persons (including the student) should be informed in writing of the reason(s) for any delay.

\*All information shared during these processes shall be confidential in accordance with relevant laws and College policy.

### **Allied Health Directors' Accountability Committee:**

Allied Health Directors' Accountability Committee is a sub-committee of the Allied Health Directors' Steering Committee. Membership in the Allied Health Directors' Accountability Committee is comprised of:

- 5 Allied Health Program Directors,
- 1 Allied Health Program Director who serves as an alternate when needed, and the Dean of Student & Legal Affairs (or designee).

Allied Health Directors will serve on the Allied Health Directors' Accountability Committee on a rotating schedule to be determined by the Steering Committee.

The Dean of Student & Legal Affairs (or designee) is *ex officio*, manages the paperwork, and provides legal guidance to the process. As *ex officio*, the Dean has no vote in the Committee's decision. The Dean has discretion to consult the College's General Counsel as needed.

The Allied Health Program Director who has referred a student to the Committee may not serve in the process/meeting in which that student's matter is decided; the Program Director shall recuse himself/herself in such a situation. Any other Program Director who has a conflict of interest will likewise recuse himself/herself. The alternate will serve in such situations.

Allegany College of Maryland  
**STUDENT & LEGAL AFFAIRS – Title IX**

**INFORMATION: MEDICALLY NECESSARY ABSENCES**  
**GUIDANCE FOR FACULTY AND STUDENTS**

**Guiding Title IX Principle:**

*Students are responsible for their own health and should always consult a qualified health care provider if a health or medical condition interferes with the students' ability to attend class or participate in an essential class function. Medically necessary absences shall be excused with documentation from a qualified health care provider who affirms the absence is medically necessary; students are responsible for contacting the instructor about completing any missed work.*

**Faculty/Academic Programs are responsible for**

- providing attendance policies for the course/program;
- complying with the College's Academic Regulations and other relevant policies;
- providing information about the academic and technical standards that are essential to the educational purpose or objective of a program or class (ie., essential functions), as well as any risks to health/safety or hazardous materials (including chemicals, tools, equipment, etc.) that will be used in the course/program, to which students may be exposed, and which present a known or reasonably foreseeable risk to health and safety; and
- developing a plan with the student who contacts the Instructor regarding missed work, clinical hours, and other academic requirements. Plan options include but are not limited to course work extensions, testing extensions, incomplete grade(s), and "X" grades. In some circumstances, a student's only recourse is to medically withdraw from a class/program. If the student returns in accordance with program guidelines, the student will return to the same academic and extracurricular status as before the medical leave began to the greatest extent possible.

**Students are responsible for**

- attending class in accordance with the course syllabus/program requirements and the Academic Regulations;
- completing course/program content and meeting the learning objectives for each course/program;
- course content including assignments, quizzes, tests, group projects, labs, clinical site hours, and other academic and technical standards that are essential to the educational purpose or objective of a program or class (ie., essential functions);
- communicating directly with the Instructor (and clinic/intern site supervisor) about absences;
- contacting the instructor to develop a plan for making up missed work, clinical hours, and other academic requirements; and
- their own health. Students should always consult a qualified health care provider if a health or medical condition interferes with the students' ability to regularly attend class or to participate in an essential class/program function.

*Medically necessary absences* shall be excused with documentation\* from a qualified health care provider who affirms the absence is *medically necessary*.

\*The instructor reserves the right to reject questionable documentation and/or to require the student to provide supplemental verification that any absence was medically necessary. Any student who submits fraudulent documentation may be referred to the Dean of Student & Legal Affairs for disciplinary action – in addition to appropriate academic consequences (e.g., not excusing the absence, not permitting make-up work, diminished grade, or other appropriate instructional measure).

### **Related Guidance:**

Not every illness or injury needs medical attention/documentation, so students would be wise to attend every class in case they develop a medical condition that requires them to miss class. These provisions apply to major medical events or *bona fide* health conditions where attendance is simply not possible. Routine medical appointments should be scheduled at a date/time that do not conflict with classes and related academic obligations/requirements.

Students who can participate without medically documented restriction(s) shall be permitted to do so. Students who have health/medical concerns related to the academic and technical standards or to health/safety risk or hazardous materials should consult their own qualified health care provider about participation in the course/program. who choose to participate in a class or program activity against the advice of a qualified health care provider shall be permitted to do so at their own risk.

Students who have a condition or special needs (permanent or temporary) for which reasonable accommodations are needed may request accommodations by contacting Academic Access & Disability Resources; documentation will be required. Students whose pregnancy/childbirth require accommodations should contact the Title IX Coordinator.

\*Academic Regulations: See Student Handbook

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Optional by Program/Instructor

### **STUDENT CERTIFICATION:**

I have read this document and have been given information about the academic and technical standards that are essential to the educational purpose or objective of a program or class (ie., essential functions) of the class/program as well as any hazardous materials (including chemicals, tools, equipment, etc.) that will be used in the course/program, to which students may be exposed, and which present a known or reasonably foreseeable risk to health and safety. I have been given an opportunity to ask questions, and I understand the information that has been provided.

I understand that it is my responsibility to consult a qualified health care provider about this information and about my ability to participate in the course/program if I currently have or later develop a medical/health condition that could (1) compromise my ability to successfully complete the course/program as written or (2) endanger my health/medical condition\*. If I am unable to fully participate in this course/program for medically necessary reasons, I understand it is my responsibility to supply documentation from a qualified health care provider. If I choose to participate without consulting a qualified health care provider or against the provider's advice, I understand that I am assuming any risk knowingly and voluntarily.

\*Including pregnancy/childbirth. Breastfeeding should also be considered.

If my medical/health situation changes and if my program requires me to provide updated health/medical information because of that change, I will provide that information.

Allegany College of Maryland and faculty/staff are not responsible for any death, injury, illness, disease, disability, or impairment which results from my participation in the course/program. Allegany College of Maryland reserves the right to remove me from a course/program if my health/safety or the health/safety of others is endangered.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**ALLEGANY COLLEGE  
PHYSICAL THERAPIST ASSISTANT  
PROGRAM HANDBOOK**

**Appendix C:  
Waiver & Notification Forms**





ALLEGANY COLLEGE  
of MARYLAND

Physical Therapist Assistant Program  
(301) 784-5538 \* FAX (301) 784-5626

June 9, 2022

Name  
Address  
Etc.

Dear \_\_\_\_\_:

**Congratulations!** You have been accepted to begin the Clinical Phase of the Physical Therapist Assistant Program for the Fall 2022 session. As you know, admission to the program is selective and competitive. You should be proud of your accomplishments thus far!

Enclosed is an Admission Response Form. You must complete this form and return it to the Physical Therapist Assistant Program Office by **June 28, 2022** to secure your spot in the class. (The best method would be to personally return the form or fax it to (301) 784-5626. **Failure to respond by that date will result in forfeiture of your slot in the 2022 Physical Therapist Assistant class.** Please indicate on the Admission Response Form if you need an orientation to Brightspace.

There will be two **mandatory** Orientation sessions for all PTA students. This will be held on **Tuesday, June 28, from 8:30 AM – 1:00 PM** in the Allied Health Building, Room 230, and **Tuesday, July 26, from 8:30 AM – 5:00 PM**. Detailed information regarding the program will be given at that time. During orientation, you have an appointment with the campus photographer for your name badge photograph. Please dress professionally for the photo. Please check your ACM email daily for any changes and/or updates. Information and assignments will be given on July 26 which will be due for classes that start on Monday, August 8.

A more complete schedule, including specific class meeting days and times, textbook list, as well as information regarding a physical exam, insurance requirements, CPR, First Aid, etc. will be mailed to you by June 28th. You may want to consider purchasing your PTA201 textbooks by July 26 in order to complete the assignments that will be due on the first day of class.

Criminal background checks are conducted on each student. If you have been convicted of any crimes, you may still partake in the educational coursework. However, there is a possibility that you may not be eligible for clinical rotations and/or sit for the licensure exam. Please note: If we cannot find you placement in a clinical site, you will not be able to graduate.

If you have any questions regarding this letter, please contact Jamie Andres, Administrative Associate, at (301) 784-5538. We look forward to having you in the program.

Again, congratulations!

Sincerely,

Dr. Karin E. Savage, PT  
Program Director

Enclosure

ALLEGANY COLLEGE OF MARYLAND  
12401 Willowbrook Road, SE  
Cumberland, Maryland 21502-2596

**ADMISSION RESPONSE FORM**  
**Physical Therapist Assistant (PTA) Program**

**IMPORTANT:** This completed form must be returned to the PTA Program Office by June 28, 2022. **Failure to return this form will eliminate your reserved space in this program.**

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Cell Phone: \_\_\_\_\_

ACM Email: \_\_\_\_\_

Other Email: \_\_\_\_\_

(please note this “other” e-mail will not be used as a primary e-mail during your time in the program)

Please check one of the following:

\_\_\_\_\_ I have read and understand the *PTA Program Acceptance Letter* and plan to begin the clinical phase of the PTA Program for Fall 2022.

\_\_\_\_\_ I do not plan to begin the clinical phase of the PTA Program for Fall 2022.

Brightspace orientation needed? \_\_\_\_yes \_\_\_\_no

Have you previously attended the ACM Orientation for new students?  
\_\_\_\_yes \_\_\_\_no

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



Allegany College of Maryland (ACM)  
PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM

**General Release/Waiver Form**

By providing my initials next to each statement and by signing below, I acknowledge and agree as follows:

Student name: \_\_\_\_\_

ID number: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_ 1. **Student Informed Consent** – I have read and understand the general requirements for the Program as outline in the *PTA Program Handbook* including, but not limited to the bulleted list below. **I understand, and do not take lightly, my responsibility to:**

- complete the Phase II “To Do List” as described in the College Catalog, Program Booklet, and Program Handbook. This list includes to: have a physical examination, receive immunizations including the Hepatitis B vaccine and vaccination series or sign a waiver of declination, obtain CPR Healthcare and First-Aid certification, obtain a personal professional liability policy for coverage beyond normal college limits, have health insurance due to the clinical site requirements, be a member of the American Physical Therapy Association (APTA) , wear a uniform according to the program dress code, and undergo criminal background checks, and drug screening specialized to the clinical site requirements. It is my responsibility to accept financial obligations related to these requirements.
- abide by all college and program policies as outlined in the *ACM Student Handbook* and the *PTA Program Handbook*.
- satisfactorily complete academic and clinical performance with a grade C or above.
- act as models in the laboratory setting for educational procedures and treatment techniques by participating in demonstrations and patient simulations.
- allow for videotaping, audio-taping, photographing or imaging for instructional purposes.
- uphold my responsibilities concerning substance abuse and felony convictions.
- identify myself to every patient as a student PTA knowing that the patient has a right to decline my services.
- maintain the confidentiality of all patient information at all times.
- notify the program director immediately if any medical condition, injury or exposure to a communicable disease occurs which would interfere with the expectations of the program.
- accept financial obligation incurred from emergency treatment of injury or illness during the fieldtrip, clinical and/or laboratory practice.
- know that neither the College nor the facility is responsible for loss of personal property while at a clinical site or in college class lecture or laboratory. I hereby release both the College and the clinical site from any liability resulting from damage or loss of my personal property while on site.
- know that ACM provides student counseling services which I can utilize upon request.

\_\_\_ 2. **Release of Information** – FERPA (*Family Educational Rights Privacy Act*) does not allow the College or its employees to release certain information to third parties—including parents—without either written permission from the student or a recognized exception to the [federal] law. I hereby consent to the release of information about my academic status and other information contained in educational records maintained by Allegany College of Maryland (ACM) to all clinical affiliate institutions of the ACM’s PTA Program, and to the administrative and professional staff of said clinical affiliate institutions who are in any way connected to the clinical training provided through the College’s PTA Program. In providing this consent to the release of information, I recognize that I am waiving rights I may have under state and federal privacy laws.

\_\_\_ 3. **Release of Name and Address** – Signing below gives Allegany College of Maryland and its employees authorization to provide to prospective employers the APTA (American Physical Therapy Association), etc. your name and vital information regarding your status at this institution.

I do not want any information sent to any of the above institutions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please pass my name on to anyone that requests personal information on me as appropriate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_ 4. **Media Release Form** – Signing below gives Allegany College of Maryland permission to use my photograph and/or video footage, name, curriculum, graduation year, and other academic information in ACM publications, such as newsletters, newspaper articles, fundraising booklets, annual reports, catalogs, advertisements, website, television commercials, YouTube videos, social media sites, etc. I acknowledge that my pictures and/or video footage, as well as my academic information, will be used to provide awareness to the public about the College, services provided by the College, and student life associated with ACM’s campuses.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Witness:** \_\_\_\_\_

\_\_\_ 5. **Confidentiality of Examinations** – I give my word that I will not make copies of any kind of any PTA examinations. In addition, I will work independently and do everything in my power to keep all examinations confidential. I will abide by the plagiarism rules as set forth in the college’s *Student Handbook* and the *Program Handbook*. I realize the penalty for dishonesty may yield dismissal from the program.

\_\_\_ 6. **Medical Expense Waiver** – STUDENTS ENTERING HEALTH PROGRAMS NEED TO BE AWARE, BY VIRTUE OF THE CLINICAL NATURE OF THE TRAINING, THAT THEY MAY BE EXPOSED TO INFECTIOUS DISEASE PROCESSES, INJURY AND THEIR INHERENT RISKS. Students enrolled in training programs which involve clinical/practicum experiences are expected to have their own personal health insurance. Allegany College of Maryland and the clinical agency are not responsible

for medical expenses related to disease or injury incurred during training programs. I, the undersigned, understand the above and agree to be responsible for any medical expenses incurred during training at Allegany College of Maryland or at clinical/practicum sites.

- \_\_\_ 7. **Release of Obligation** - I release Allegany College of Maryland of all legal and medical obligations while participating in course and clinical activities on and off campus.
- \_\_\_ 8. **Professionalism Standards.** I have read and understand the *Allied Health Professionalism Standard* document located in this Program Handbook. I understand the consequences if I do not adhere to the standards of the profession, the program, and the college.
- \_\_\_ 9. **Medical Necessary Absences.** I have read and understand the *Medical Necessary Absences* document located in this Program Handbook. I understand the consequences if I do not adhere to the said guidance.
- \_\_\_ 10. **Fieldtrip Release Form.** I have read and understand the Fieldtrip Release form. I understand the consequences if I do not adhere to the said guidance.
- \_\_\_ 11. **Medical Health Record Accuracy.** By completing and signing the Health Careers Medical Health Examinations Record Confidential Student Health Profile, you agree that information included in that document is accurate.
- \_\_\_ 12. **Expectations.** By completing and signing the *PTA Program Application* and the *PTA Program handbook*, you agree to the Expectations mentioned.
- \_\_\_ 13. **PTA Club and Budget.** I understand and agree to the PTA Club Guidelines for Constitution, Bylaws, Class Role Description, Fundraiser Approval Form, and Budget requests.
- \_\_\_ 14. **COVID Forms.** I have read and understand the COVID Consent & Waiver High Exposure Activity, Returning to Workplace Guide, Returning to Classroom Lab, and Returning to Clinic forms.
- \_\_\_ 15. **Acknowledgement of Receipt of Student Handbook** - I have received a copy of the “**2021-2022** *Physical Therapist Assistant Program Handbook*”. I have read these policies, and I understand my obligations as stated in this document. I agree to abide by the policies and procedures as described herein. I further understand that this manual is not to be all-inclusive and that individual instructors may establish additional policies provided they do not conflict with this manual or the policies, rules, or regulations of Allegany College of Maryland. By signing this form, I agree that it is my responsibility to be in compliance with all policies and procedures stated in this handbook.



**I declare that I have read and understand the above provisions and agree to be bound by them, as indicated by my initial next to each provision and my signature below, and I hereby enter into this agreement and release voluntarily.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PTA Program Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Career Programs Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Instructional and Student Affairs

\_\_\_\_\_  
Date

Allegany College of Maryland  
Physical Therapist Assistant Program

**RELEASE OF NAME AND ADDRESS**

Signing below gives Allegany College of Maryland and its employees authorization to provide classmates, prospective employers, the American Physical Therapy Association (APTA), the Federation of State Boards of Physical Therapy (FSBPT), licensing boards, etc. your name and vital information regarding your status at this institution.

I do not want any information sent to any of the above institutions

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please pass my name on to anyone that requests personal information on me as appropriate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTENDANCE LOG

Posted on Classroom Door.

To be filled out by anyone who is absent or tardy upon entering or exiting class time.

	Name	Absent and/or Tardy Basic Reason	Date	Time In or Time out	Time Missed
1.	Doe, John	Flat Tire	09//01/2020	8:36am	36 minutes
2.	Smith, Susan	Health Reasons	09/05/2020	N/A	Full day 8 hours
3.	Savage, Karin	Student Concern	09/11/2020	1:05pm	5 minutes
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

## NOTIFICATION OF ABSENCE

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Absence(s)

\_\_\_\_\_  
Class Session(s) Missed

\_\_\_\_\_  
Clinical Hours Missed

\_\_\_\_\_  
Reason for Absence(s)

I intend to make up my clinical hours on \_\_\_\_\_  
Date  
from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
ACCE Signature

I have met with my class instructor and discussed the material I have missed. The following plan has been established for me to make up the coursework I missed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Program Director Signature

College copy: white  
Student copy: yellow



### **ACCIDENTS ON FIELD TRIPS**

Before having students or guests of the college participate in field trips or special events, they must sign a STATEMENT OF RELEASE. A sample STATEMENT OF RELEASE is attached to this procedure. You must keep signed STATEMENTS OF RELEASE for a minimum of three years after the field trip or special event.

The following are steps to be taken in the event an accident happens.

1. Seek medical assistance if required.
2. Obtain assistance from personnel at the site visited if possible.
3. Follow the policies and procedures established by the site you are visiting, using their forms if available.
4. Do not admit liability. Our insurance company will investigate.
5. Obtain a copy of the accident report, witness statements, and any other relevant information. Forward this information to the Personnel Office as soon as possible.

If the site does not have a procedure or if their procedure does not provide for the following, then be sure the following information is obtained.

1. Get the injured party's, name, address, and telephone number.
2. Get the names, addresses, and telephone numbers of any witnesses.
3. As soon as possible prepare a written statement and obtain written statements from other witnesses, be sure to include names, addresses, and telephone numbers. Have statements signed and dated. If witness statement forms are not readily available use whatever paper is handy.

As soon as possible have the injured party document the accident in writing. The statement must be signed and dated.

All statements should include:

- . date, time, and location of accident
- . identification of injured party (name, address, telephone no.),
- . description of the injury or property damage,
- . description of what happened,
- . cause of the accident and why it occurred
- . who was at fault and why

- . any other relevant information such as weather conditions,
- . name, address, and telephone number of person making statements,
- . signed and dated by person making statement.

1. Have pictures taken if appropriate and possible.
2. Forward to the Personnel Office a copy of the accident report, witness statements, and any additional information you obtained.
3. The Personnel Office will report the incident to the College's insurance carrier for follow-up.
4. Report any employee injury to the college's Personnel Office.

### FIELD TRIP RELEASE

When students or guests of the college are participating in field trips or special activities a RELEASE FORM must be used. All participants in an activity must sign and return a release before the activity takes place. The college department and/or employee who has responsibility for the activity must keep the signed releases as part of the records for that class or activity. All records of a field trip or activity should be kept for a minimum of three years after the activity has taken place or three years after the complete resolution of any incident which may have occurred during an activity or field trip. In case of an accident it will be necessary to provide copies of signed releases to insurance companies.

Attached find a sample format to use in preparing a release for a particular activity. NOTE that before using this SAMPLE FORM a description of the activity for which it is to be used must be added. The description of the activity must identify any special risks which would be associated with the activity or field trip. If attachments to the release are used make reference to the attachments in the release.

If a class has regular planned field trips or activities as part of the class content, it would be appropriate to develop a single blanket release which would cover all of the expected activities for the entire semester. However, any special activity not specifically covered in a blanket release would require a separately signed release.

<https://www.allegany.edu/human-resources/policies-procedures-docs/policies-related-to-employment/hr07-021-accidents-field-trips.pdf>

### [HR07 021 Accidents on Field Trips - Allegany College of Maryland](#)

Section 07 07.021 – Page 1 Org. 09/1993 All College Rev. 03/1999 Accidents Field Trips .  
ACCIDENTS ON FIELD TRIPS . Before having students or guests of the college participate in field trips or special events, they must sign  
[www.allegany.edu](http://www.allegany.edu)

\*\*\* SAMPLE \*\*\*  
Statement of Release

Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_

I request permission for myself or my legal dependent to participate in this activity. I understand the nature of this activity including the risks and any requirements or instructions which have been provided. I understand that if I am under a physician's care or I am aware of any health issue, I should obtain my physician's approval before participating. I release Allegany College of Maryland and its employees from liability and responsibility and take full responsibility for personal injury or damage to property that results from an accident or from my own negligence while participating in this activity. I assume liability and responsibility for my own actions while participating. It is understood that neither Allegany College of Maryland nor employees of Allegany College of Maryland will assume liability for injury or property damage at any time during this activity.

Should I or my legal dependent become injured during this activity my permission is given to provide or obtain necessary medical attention.

Description of Activity:

**YOU DESCRIBE THE ACTIVITY HERE**

1. Note any special risks
2. Note any attachments

Participants Name (Print) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Participant

If participant is under 18 years of age: Parent/Guardian Name  
(Print) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_ Parent or Guardian



**Allegany College of Maryland**  
RELEASE FORM - FIELD TRIPS AND SPECIAL ACTIVITIES

Statement of Release

**Activity:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

I request permission for myself or my legal dependent to participate in this activity. I understand the nature of this activity including the risks and any requirements or instructions which have been provided. I understand that if I am under a physician's care or I am aware of any health issue, I should obtain my physician's approval before participating. I release Allegany College of Maryland and its employees from liability and responsibility and take full responsibility for personal injury or damage to property that results from an accident or from my own negligence while participating in this activity. I assume liability and responsibility for my own actions while participating. It is understood that neither Allegany College of Maryland nor employees of Allegany College of Maryland will assume liability for injury or property damage at any time during this activity.

Should I or my legal dependent become injured during this activity my permission is given to provide or obtain necessary medical attention.

**Description of Activity: YOU DESCRIBE THE ACTIVITY HERE**

1. Note any special risks
2. Note any attachments

**Participant Name (Print)** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
Participant

If participant is under 18 years of age:

Parent/Guardian Name (Print) \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
Parent or Guardian

## Allegany College of Maryland

# COVID-19 CONSENT & WAIVER AGREEMENT

## HIGH EXPOSURE ACTIVITIES

### PURPOSE:

*Due to global, national, and local public health concerns, Allegany College of Maryland (hereinafter "Allegany") recognizes that some of its activities, services programs, learning experiences, and recreation (hereinafter collectively referred to as "activities") inevitably present a higher risk of transmission of contagious illnesses because of proximity to others, travel, and/or the inherent risk of the activity itself. Students who participate in high exposure activities risk infection for illnesses such as Covid-19. Before participating, it is important for each student to know the risks, to be aware of safety precautions, to agree to comply with institutional standards/directives, and to make an informed decision whether to participate. Allegany is not liable for the student's choice whether to participate in these activities.*

### COVID-19 INFORMATION

COVID-19 is a disease caused by a respiratory virus first identified in Wuhan, Hubei Province, China in December 2019. COVID-19 is a new virus that hasn't caused illness in humans before. Worldwide, COVID-19 has resulted in thousands of infections, causing illness and in some cases death. Cases have spread to countries throughout the world, with more cases reported daily.

COVID-19 is thought to be able to spread like the cold or flu through:

- Coughing and sneezing, which creates respiratory droplets
- Close personal contact, such as touching or shaking hands
- Touching an object or surface with the virus on it

Symptoms of COVID-19 include:

- Fever
- Coughing
- Shortness of breath or difficulty breathing
- Chills or repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- In more severe cases, pneumonia (infection in the lungs)

The vast majority of people recover from this infection. Most people will have mild or moderate symptoms. Older people and those with pre-existing medical conditions have a greater risk for more serious illness.

Source: <https://coronavirus.maryland.gov/>

All students should familiarize themselves with the transmission, symptoms, treatment of Covid-19. Detailed information is on our website: <https://www.allegany.edu/coronavirus/index.html> with links to local, state, and national resources. The CDC is a primary source for everyone: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

### SAFETY PRECAUTIONS

#### Students

- Wash your hands frequently  
20 seconds, with soap and water
- Sanitize materials and equipment  
before and after use.
- Do not touch your face.
- Wear a face covering.
- Social Distancing (6 feet)  
Exceptions permitted for labs, clinicals, experiential learning
- Groups <10 or as advised by public health officials
- Wear PPE as directed  
Obtain PPE if your activity does not provide it
- Stay at home if sick or if you have symptoms
- Stay at home if you have been exposed
- Self-isolate or quarantine as directed by health official(s)
- Report exposure as required by health officials and/or clinical/site placement
- Follow other precautions/directives
- Report unsafe conditions to the activity supervisor

#### Allegany

- Comply with local/state/federal public health directives
- Comply with state executive orders
- Create and follow a health/safety plan for Covid-19  
with modifications as necessary for changing circumstances
- Promptly address unsafe conditions
- Sanitize surfaces, materials, and equipment
- Facilitate social distancing and group limits
- Provide guidance and directives as necessary
- Urge all Allegany partners, off-campus sites to similarly implement prevention/mitigation strategies



Student Name (Print): \_\_\_\_\_

**HIGH EXPOSURE ACTIVITY BEING CONSIDERED BY STUDENT**

\*One form must be completed for each activity

- Allied Health Program clinical, practicum, or fieldwork (specify program): \_\_\_\_\_  
(labs, competency check-offs, off-campus sites)
- Education Program field experience: \_\_\_\_\_
- Hospitality Program internship/practicum: \_\_\_\_\_
- Science program laboratory: (specify program) \_\_\_\_\_
- Other program clinical/practicum: (specify program) \_\_\_\_\_
- Athletics / Team sport (specify sport): \_\_\_\_\_
- Nurse Managed Wellness Center clinical/practicum \_\_\_\_\_
- Co-curricular experience w/travel (specify) \_\_\_\_\_
- Extra-curricular experience w/travel (specify) \_\_\_\_\_
- Willowbrook Woods \_\_\_\_\_
- Other (specify): \_\_\_\_\_

**STUDENT CERTIFICATION:**

I have read this document and have been given the opportunity to answer questions about my participation in high exposure activity – including any affect my choice not to participate may have on my educational experience at Allegany College of Maryland. I understand the information that has been provided.

I understand that it is my responsibility to consult a qualified health care provider about this information and about my ability to participate in the activity. If I am unable to fully participate in this activity for medically necessary reasons, I understand it is my responsibility to supply documentation from a qualified health care provider *if required*. If I choose to participate without consulting a qualified health care provider or against the provider's advice, I understand that I am assuming any risk knowingly and voluntarily.

I agree to comply fully with the safety precautions listed above, College policies/procedures, and any new precautions or directives that may be issued by ACM, site supervisors, health officials, and/or local/state/federal authorities.

If I choose to participate but then have a change in circumstances or otherwise determine it is in my best interests to participate no longer, it is my responsibility to promptly notify the activity supervisor in writing. Additional documentation or paperwork may be required depending upon the activity. Likewise, I may choose not to participate now but may have the opportunity to participate later.

In consideration for the opportunity to participate in the activity I agree and will not hold Allegany or its agents financially responsible and I release Allegany from any and all liabilities, claims, demands, actions, causes of actions, costs and expenses of any nature whatsoever arising out of any loss, or injury, including death, that may be sustained by me, arising from the COVID -19, excepting those claims arising from the gross negligence or willful misconduct of Allegany. I agree to indemnify and hold harmless Allegany from and against any loss, liability, damage or costs, including court costs and attorneys' fees, that the Allegany may incur arising from my participation (including travel to/from the activity) and contracting CODIV-19, excepting those claims arising from the gross negligence or willful misconduct of Allegany. I agree that the laws of Maryland will govern the interpretation and enforcement of this document including all rights and obligations arising from or relating to this document without regard to conflict of law principles and regardless of where the activity occurs.

Allegany College of Maryland reserves the right to remove me from a course/program if my health/safety or the health/safety of others is endangered.

>> Choose one option and sign below:

I voluntarily choose to participate in the activity:

Student Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent signature if student is under 18 years of age: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I voluntarily choose NOT to participate in the activity:

Student Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Allegany of College of Maryland  
Guide for Returning to the Workplace

This document is 25 pages long and can be located at the following link:

<https://www.allegany.edu/coronavirus/documents/ACM-Returning-to-the-Workplace-Guide-6-3-2020.pdf#search=Return%20to%20the%20workplace>

Allegany of College of Maryland  
Guide for Returning to the Classroom/Lab

Guidelines

Purpose

- A. Guideline for Campus/Building Access
- B. Scheduling
- C. Screening
- D. PPE
- E. Class/Lab Safety
- F. Documentation
- G. Restrictions/Exclusions

Appendix A: Attestation of Health

Appendix B: Information Card for Students

Appendix C: Information Card for Faculty

# Allegany College of Maryland

## Guide for Returning to the Classroom/Lab

### **GUIDELINES**

These guidelines have been developed in response to the COVID-19 pandemic and are designed to promote safety and reduce risk for students, faculty and staff while supporting the need to continue education for a targeted student population, including healthcare workers and first responders who are needed to support the state's pandemic response and recovery.

### **PURPOSE**

Our purpose is to provide a safe, structured and innovative approach to continue required in-person/hands-on skill development necessary for student success and completion. This approach will minimize on-campus sessions and exposure for students, faculty, and staff and will be limited to providing focused learning exercises to demonstrate physical skill development and competencies required by accreditation, which cannot be accomplished online or virtually. All sessions will be organized to minimize student to student contact and student to faculty contact, while also implementing best practices from federal, state, and professional agencies to promote social distancing safety.

#### **A. Guidelines for Campus/Building Access**

1. All entrants to the campus must have an approved personal mask.
2. Required Personal Protective Equipment (PPE) will depend on program of study. *PPE requirements will be communicated to students, faculty, and staff well in advance to assure that it is purchased and training for use is understood.*
3. Social distancing requirements will be adhered to that are based on federal, state, and Center for Disease Control and Prevention guidelines.
4. See Appendices B and C for further information.

#### **B. Scheduling**

1. All classroom/lab spaces will be utilized to ensure social distancing safety (including students, faculty, and staff), square footage allows social distancing in that capacity.
2. All instruction for students for a single class will occur in one room each day to limit movement and the potential for cross contamination.
3. Labs will be staggered to minimize exposure of students entering and exiting the building.

#### **C. Screening**

1. An attestation of health will be required at the beginning of each class. Appendix A includes that attestation.
2. When a student is sick, the instructor will follow the decision tree found in the Guide for Returning to the Workplace.
  
3. In the instance that the attestation reveals a potentially infected person, the faculty member will:

- a. Deny entry into the classroom.
  - b. Immediately move the student to another area away from other students and faculty.
  - c. Document the date, time, location, student name, and specific reason(s) they were denied entry.
  - d. Notify the Program Director or designee.
  - e. Submit the above information to the Program Director or designee within one hour of the conclusion of the lab session.
  - f. Advise the individual to contact their PCP.
  - g. Advise the student that they may not return until cleared by their PCP and/or in accordance with public health guidance for returning to work and that they must contact the program director if they test positive for the current pandemic-related disease.
4. If the student is deemed to be positive, they must immediately contact their Program Director/Department Chair, who will follow the guidelines according to the Guide for Returning to the Workplace.
  5. There will be no disciplinary issues for those who do not attend and/or participate in lab or simulation sessions. However, the missed work must be made-up prior to the end of the semester. If that is not possible, then the student's completion and/or graduation will be delayed.

#### **D. Personal Protective Equipment (PPE)**

1. Instructional faculty, staff and students will be required to wear masks.
2. See Classroom/Lab Safety for additional details.

#### **E. Classroom/Lab Safety**

1. Hand washing protocols should be applied for everyone each time they enter the lab. These protocols will be posted in each room.
2. Protocols for removing PPE at any time will be established and communicated by the faculty. These will also be posted in each room. The protocols depend on the discipline.
3. If a student does not return to class, the instructor will immediately contact their Program Director/Department Chair, who will follow the guidelines according to the Guide for Returning to the Workplace.
4. Instructional faculty, staff, and students will use standard cleaning procedures following all instructional activities.
5. Each lab session will be designed to promote six feet of social distancing recommendations when possible and appropriate. *For activities that require two students to be in close proximity (less than six feet), an increased use of PPE will be required as deemed appropriate by the instructor.*
6. Where possible, mitigation strategies to maximize the use of virtual simulations and virtual labs will be done in preference to a mannequin. Least preferred, and higher-risk, is a "live" patient.
7. Prevent possible droplet and airborne contamination by:

- a. Simulating the use of oxygen
  - b. Not performing any skills or using any equipment that could or will result in the aerosolization of medications, whether real or simulated.
8. Remind students to remain hydrated.
- a. Any beverages shall be in a container that has a lid or cover.
  - b. Consumption of beverages shall occur once the individual has doffed their PPE, performed hand hygiene, and moved at least six feet away from any individual. They may remove their mask only long enough to drink. Once finished, the individual must again cover their beverage, perform hand hygiene, and don their PPE.
9. Eliminate cross-contamination by:
- a. Performing hand hygiene whenever entering or exiting a room.
  - b. Ensuring all equipment is cleaned after each student.
  - c. Every evening, all instructional space will be thoroughly cleaned.
  - d. Encouraging that commonly touched surfaces of the vehicle (student and faculty) are disinfected, for example, steering wheel, handles, gear shift, etc.
  - e. Encouraging all persons to go directly home, leaving their shoes outside of their residence, disrobing, showering, and immediately laundering their clothing.

#### **F. Documentation**

- 1. Current screening tools will be maintained by the program/department.
- 2. If a student is suspected/proven to be positive, Program Director/Department Chair will contact the COVID-19 Team.

#### **G. Restrictions and Exclusions**

- 1. This guideline will only be in effect when a pandemic-level event occurs and after approval of the Dean and Senior Vice President of Student and Instructional Affairs.

**Appendix A: Attestation of Health**  
**ALLEGANY COLLEGE OF MARYLAND**  
**COVID-19 Screening Tool**

Date of Session	Room	Instructor/Faculty	Reviewed By	Date/Time Reviewed

\*Symptoms of COVID-19 including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

Student: I attest, by placing my initials that I am asymptomatic and well to participate in today's learning activities.

Name	Are you experiencing any symptoms of COVID-19?*	Have you been exposed to someone who has or is suspected to have COVID-19?	Time in	Time out	Initials
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					



**Appendix B: Information Card**  
**Instructional Classroom/Lab Guidelines for Students**  
(Front of card)

**STOP**

If you have symptoms such as cough, shortness of breath, fever, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting or diarrhea, you should not enter the building and must notify your professor/laboratory instructor.

**GO**

If you are symptom, free...

1. Prior to your arrival to campus, make sure you have a face mask for personal use.
2. When you arrive on campus, put your face mask on and proceed to your designated classroom/lab. Masks must be worn the entire time you are on campus except for when hydrating.
3. Follow social distancing guidelines of at least six feet away from others.
4. Follow directional signs to your designated lab/studio.
5. Use the stairs when possible and follow the stairway direction instructions. If using the elevator, only one person may occupy the elevator at a time unless medically necessary to have an assistant.
6. When you reach your designated lab/studio, please follow the instructions of your professor/lab instructor.

**WHILE IN THE BUILDING**

During breaks in labs (lunch, bathroom, etc.):

1. Dispose of gloves appropriately and wash your hands.
2. Use of restrooms should be limited to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
3. Maintain social distancing (six feet apart)
4. Continue to wear your face mask
5. When returning to lab/classroom from breaks wash your hands and reapply the proper Personal Protective Equipment (PPE), as directed by your instructor.
6. Follow the instructions of your professor/lab instructor.
7. If you feel sick at any time, let your professor/lab instructor know immediately.

**LEAVING FOR THE DAY**

1. Your professor/lab instructor will provide instruction on the proper way to remove and dispose of your PPE.
2. Assist with cleaning up the classroom/lab to ensure the next group of students in has a clean and sterile environment to conduct their lab/studio instruction.
3. Wash your hands
4. Proceed to your car or mode of transportation.

**ARRIVING HOME**

1. Remove your shoes outside of your residence, disrobe, shower, and immediately launder your clothing.

## CDC Guidelines on How to Protect Yourself and Others

(Back of each card)

### **Know how COVID-19 spreads**

1. There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
2. The best way to prevent illness is to avoid being exposed to this virus.
3. The virus is thought to **spread mainly from person-to-person**.
  - a. Between people who are in close contact with one another (within about 6 feet).
  - b. Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - c. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - d. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### **Everyone should:**

#### **Wash your hands often**

1. **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
2. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
3. Avoid touching your eyes, nose, and mouth with unwashed hands.

#### **Avoid close contact**

1. Avoid close contact with people who are sick
2. Stay home as much as possible
3. Put distance between yourself and other people
  - a. Remember that some people without symptoms may be able to spread virus.
  - b. Keeping distance from others is especially important for **people who are at higher risk of getting very sick**.

#### **Cover your mouth and nose with a cloth face cover when around others**

1. You could spread COVID-19 to others even if you do not feel sick.
2. Everyone should wear a **cloth face cover** when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - a. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
3. The cloth face cover is meant to protect other people in case you are infected.
4. Do NOT use a face mask meant for a healthcare worker.
5. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

#### **Cover coughs and sneezes**

1. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
2. Throw used tissues in the trash.

3. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### **Clean and disinfect**

1. Clean AND disinfect **frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
2. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
3. Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

## **Appendix C: Information Card for Faculty** **(Front of card)**

### **STOP**

If you have symptoms such as cough, shortness of breath, fever, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting or diarrhea, you should not enter the building and should notify your immediate supervisor.

### **GO**

If you are symptom, free...

1. Plan to arrive early so you can greet your students as they enter the classroom/lab.
2. Prior to your arrival to campus, make sure you have a face mask for personal use.
3. When you arrive on campus, put your face mask on and proceed to your designated classroom/lab. Masks must be worn the entire time you are on campus except for when hydrating. Follow the entrance signs to the building.
4. Use the stairs when possible and follow the stairway direction instructions. If using the elevator, only one person may occupy the elevator at a time unless medically necessary to have an assistant.
5. When you reach your designated classroom/lab:
  - a. Ensure your students are wearing appropriate PPE and know how to apply and remove PPE correctly
  - b. Ensure that there is six feet of distance between anyone occupying the classroom/lab.
  - c. Have the students work with the same individual for the duration of that day's assignment.
  - d. Ensure that students remove PPE (with the exception of their mask) prior to leaving the classroom/lab (this includes for breaks) and remind them to wash their hands
  - e. Allow time at the end of classroom/lab for removing PPE, cleaning the room and equipment, and dismissing of students in small groups.

## CDC Guidelines on How to Protect Yourself and Others

(Back of each card)

### **Know how COVID-19 spreads**

4. There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
5. The best way to prevent illness is to avoid being exposed to this virus.
6. The virus is thought to **spread mainly from person-to-person**.
  - a. Between people who are in close contact with one another (within about 6 feet).
  - b. Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - c. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - d. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### **Everyone should:**

#### **Wash your hands often**

4. **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
5. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
6. Avoid touching your eyes, nose, and mouth with unwashed hands.

#### **Avoid close contact**

4. Avoid close contact with people who are sick
5. Stay home as much as possible
6. Put distance between yourself and other people
  - a. Remember that some people without symptoms may be able to spread virus.
  - b. Keeping distance from others is especially important for **people who are at higher risk of getting very sick**.

#### **Cover your mouth and nose with a cloth face cover when around others**

6. You could spread COVID-19 to others even if you do not feel sick.
7. Everyone should wear a **cloth face cover** when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - a. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
8. The cloth face cover is meant to protect other people in case you are infected.
9. Do NOT use a face mask meant for a healthcare worker.
10. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

#### **Cover coughs and sneezes**

4. If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
5. Throw used tissues in the trash.
6. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Clean and disinfect**

4. Clean AND disinfect **frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
5. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
6. Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>





Physical Therapist Assistant Program  
Allegany College of Maryland  
**Statement of Understanding for  
Clinical Instructors**  
PTA Clinical & Practicum Experience



**FREE WILL TO CHOOSE TO RETURN**

I, ( \_\_\_\_\_ ), understand that my student Physical Therapist Assistant (SPTA) has freely chosen to return to the physical therapy clinical site despite the risks associated with novel corona virus, Covid-19, when it is highly contagious and continuing to spread.

I understand that my SPTA may rescind this decision to return to the physical therapy clinical site at any time, and will notify me, in writing, of this decision.

**STUDENT'S RESPONSIBILITIES REGARDING PERSONAL PROTECTIVE EQUIPMENT, SAFETY, AND ATTENDANCE**

I understand Allegany College of Maryland is requiring my SPTA to abide by the following rules and responsibilities in order to further protect the patients and the SPTA him/herself:

The SPTA will wear a mask at all times when in the physical therapy clinical site. I understand the Clinic or the College will provide the student with a mask.

The SPTA is expected be vigilant in his/her handwashing, for a minimum of twenty seconds each time, or hand rubbing with hand sanitizer, before, during as needed, and after all patient contact. The SPTA will assist in the frequent disinfecting of all equipment and other surfaces used with each patient.

I understand that my SPTA will not work with any patients in isolation or known to have novel corona virus, Covid-19, in an effort to conserve personal protective equipment for licensed healthcare staff unless the clinic has sufficient supplies.

I understand my SPTA is to try to maintain a distance of at least six feet away from those patients with whom he/she not working whenever possible.

I understand that if I learn that a patient with whom my SPTA and I have worked while in the physical therapy clinical site has tested positive for the corona virus, my SPTA must immediately BOTH inform Jeremy Oldham (ACM PTA Clinical Coordinator) and Karin Savage (ACM PTA Program Director) and must immediately self-isolate for a period of 14 days, or as long as current Centers for Disease Control (CDC) guidelines recommend. I understand that what happens for my SPTA after that period of self-isolation will be determined on a case by case basis as far as his/her return to a physical therapy clinical site.

I understand that my SPTA has released Allegany College of Maryland and its employees and agents of all liability should he/she be exposed to the corona virus and develop symptoms or anyone in his/her family develop symptoms as a result of the SPTA's exposure.



Physical Therapist Assistant Program  
Allegany College of Maryland  
**Statement of Understanding for  
Clinical Instructors**  
PTA Clinical & Practicum Experience



When not working in the physical therapy clinical site, I understand my SPTA will follow all social distancing guidelines set forth by the governor of the state of which the clinical site is located and the mayor of his/her personal county and the county in which our physical therapy clinical site resides.

I understand that I must inform Jeremy Oldham if my SPTA is not following any of these rules and responsibilities as well as any additional rules, responsibilities, and policies of our physical therapy clinical site, which would cause my SPTA to forfeit his/her placement in the physical therapy clinical site.

I understand that I can contact Jeremy Oldham or Karin Savage at any time with questions or concerns about in regard to this Statement of Understanding, my responsibilities as a Clinical Instructor, or my SPTA.

\_\_\_\_\_  
Signature of Clinical Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Clinical Instructor





Physical Therapist Assistant Program  
Allegany College of Maryland  
**Student Attestation To Return To  
Clinical Experiences**



**FREE WILL TO CHOOSE TO RETURN**

I, ( \_\_\_\_\_ ), understand the risks associated with a return to clinical experiences in these times where the corona virus, Covid-19, is highly contagious and continuing to spread. I understand that individuals exposed to the coronavirus can develop mild, moderate, severe, or critical symptoms that may require hospitalization and/or mechanical ventilation. I understand that a small percentage of people who are exposed to corona virus die. I understand that if I am exposed to the corona virus, while I may only develop mild symptoms, others with whom I make contact can develop more severe or critical symptoms. I have signed the *COVID-19 Consent & Waiver Agreement High Exposure Activities* form.

I am aware of the risks associated with returning to a physical therapy clinical site at this time. I, ( \_\_\_\_\_ ), am freely choosing to return to the clinic. I understand that I have been offered the choice to delay my return to a physical therapy clinical site, but I am freely choosing to start on July 13, 2020 or as soon afterward when a site is available.

I understand that I may rescind this decision at any time, but must notify Jeremy Oldham and my Clinical Instructor, if applicable, in writing of my decision to rescind my return to the physical therapy clinical site. I understand rescinding will likely cause a delay in my ability to graduate from the PTA program and complete the licensure exam in the previously determined timeframe. I understand that I will graduate once I have completed all of the requirements for PTA Program.

**MY RESPONSIBILITIES REGARDING PERSONAL PROTECTIVE EQUIPMENT,  
SAFETY, AND ATTENDANCE**

In order to further protect the patients and myself, I will abide by the following rules:

I, ( \_\_\_\_\_ ), understand that the clinical site or Allegany College of Maryland will provide me with a mask I am to wear at all times when in the physical therapy clinical site.

I will also be vigilant in my handwashing, for a minimum of twenty seconds each time, or hand rubbing with hand sanitizer, before, during as needed, and after all patient contact. I will assist my Clinical Instructor in the frequent disinfecting of all equipment and other surfaces used with each patient.

I will not work with any patients in isolation or known to have Covid-19 in an effort to conserve personal protective equipment for licensed healthcare staff unless the clinic has sufficient supplies.

I will do my best to maintain a distance of at least six feet away from those patients with whom I am not working.



Physical Therapist Assistant Program  
Allegany College of Maryland  
**Student Attestation To Return To  
Clinical Experiences**



If I learn that a patient with whom I have worked while in the physical therapy clinical site has tested positive for the corona virus, I will self-isolate for a period of 14 days, or as long as current Centers for Disease Control (CDC) guidelines recommend. I will immediately inform both Jeremy Oldham and Karin Savage of my exposure and self-isolation. I understand that what happens after that period of 14 days will be determined on a case by case basis as far as my return to a physical therapy clinical site.

When not working in the physical therapy clinical site, I will follow all social distancing guidelines set forth by the governor of the state and the mayor of the county in which my clinic resides.

I understand that the inability to follow any of these rules and responsibilities will cause me to forfeit my placement in the physical therapy clinical site and, therefore, my ability to complete my required clinical time in time for spring graduation.

#### FINAL SUMMARY AND WAIVER

I have been given the opportunity to ask any questions and express any concerns I have with both Jeremy Oldham and Karin Savage.

I understand that I am freely choosing to return to the physical therapy clinical site to progress my education despite the inherent risks of the corona virus to me and my family members or anyone with whom I make contact outside of the physical therapy clinical site. I release Allegany College of Maryland and its employees and agents of any and all liability should I be exposed to the corona virus and develop symptoms or anyone in my family develop symptoms as a result of my exposure.

\_\_\_\_\_  
Signature of Physical Therapist Assistant (PTA) Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of above PTA Student

**ALLEGANY COLLEGE  
PHYSICAL THERAPIST ASSISTANT  
PROGRAM HANDBOOK**

**Appendix D:  
Assessment Forms**







## Test Analysis Tool

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Class: \_\_\_\_\_ Exam: \_\_\_\_\_

		<i>Questions missed</i>															
																	Total
Insufficient information	Info not in my notes																
	Studied but could not remember info																
	Knew it but couldn't apply it																
	Studied the wrong info																

Test Anxiety	Mental block																
	Day dreaming																
	Too tired to concentrate																
	Panicked																

Test Taking Skills	Marked the wrong choice																
	Changed a correct answer																
	Overlooked qualifiers																
	Overlooked negative																
	Missed the question																
	Poor use of time provided																

Other: \_\_\_\_\_



## Allegany College of Maryland PTA STUDENT PROFESSIONALISM SCALE

Student Name: \_\_\_\_\_

1	2	3	4	NA
Below Expectations	Slightly Below Expectations	Meets Expectations	Exceeds Expectations	Not Assessed

Please reflect on each professional behavior carefully and mark your response accordingly.

### Professional Attributes

Respect for others (students, faculty, staff)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Respect for facilities, rules, policies and procedures, chain of command	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Respect for oneself	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Attitude (enthusiastic, positive, interested, motivated, open-minded)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Appearance (dress, hygiene)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Presentation of self to others (appropriate/acceptable manner)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Initiative (self-direction, goal-directed, seeks opportunities to learn)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Self-awareness (recognition of strengths and limitations)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Self-confidence	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Emotional appropriateness (self-control, management of disappointment/anger)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Verbal communication (effective, appropriate language, humor)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Nonverbal communication (appropriate affect, demeanor, body language)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Written communication & work (clear, concise, appropriate, free of errors)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA

### Work Ethic and Responsibility

Preparedness	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Punctuality and timeliness	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Accountability (acknowledges mistakes and corrects when possible)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Responsibility (completion of assigned tasks, no need of reminders)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Safe use and care of resources (equipment, materials, & space)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Dependability/Reliability	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Organization (time & resources) Time Management	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Flexibility/Adaptability (adjusts to changes in schedules, plans)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Prioritization of tasks/ balances obligations, commitments	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA

### Relationships and Interpersonal Competence

Professional boundaries/Appropriate therapeutic and work relationships	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Rapport (ability to establish relationships)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Listening and communication skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Cooperation/Collaboration (group, team skills)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Sensitivity/Patience/Consideration	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Tact (appropriate expression of thoughts & feelings)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Receptivity to constructive feedback & guidance	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Response to constructive feedback (modification of performance)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Ability to give constructive feedback to others	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Assertiveness skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Conflict management and resolution skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Stress management (attention to personal balance and well-being)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Leadership roles and responsibilities	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA



1	2	3	4	NA
Below Expectations	Slightly Below Expectations	Meets Expectations	Exceeds Expectations	Not Assessed

### Knowledge and Critical Thinking

Commitment to learning (invested, willing to try)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Competence/Confident of PT knowledge & skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Problem identification & solving	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Reasoning/Judgment (interpretation grounded in analysis, synthesis)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Clinical Reasoning (ability to think & adapt plans, approaches "in the moment")	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA

### Internalized Values and Ethical Behavior

Altruism (concern for & commitment to others, caring)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Honesty & integrity (truthful, trustworthy)/Ethical Decision Making	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Empathy (sensitivity and responsiveness to others)/Caring and Compassion	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Respect for dignity, worth of others	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Cultural sensitivity & respect for diversity	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Respect for others' privacy/confidentiality	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Commitment to quality/excellence/Duty	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Professional identity (ability to describe & present oneself as an PT practitioner)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Professional commitment (association membership, support, involvement)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA
Advocacy (patient/client, laws, regulations, standards, guidelines)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> NA

Strengths:

Areas for Improvement:

Reviewer Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date:

Date:

Comments:



**Student Peer Reviews**

**Date:** \_\_\_\_\_

For each of your classmates and yourself, list 1 to 3 strengths and 1 to 3 areas to improve. We all have areas that can be improved upon. Please be considerate and respectful in your responses. Your words may be quoted as deemed appropriate by reviewers. This information should be submitted confidentially and will be compiled with the class as a whole for performance appraisal purposes.

	Name	Strengths	Areas for improvement
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

## Evaluation of Student Professionalism by Associated Instructors

Please complete the evaluation using the following key:

1	2	3	4	NA
Below Expectations	Slightly Below Expectations	Meets Expectations	Exceeds Expectations	Not Assessed

All boxes below parallel the PTA Professionalism Scale (see attached for more details of each category)

Student(s) Displayed:		1	2	3	4	5
1.	Positive Professional Attributes. (e.g., respect, attitude, appearance, presentation of self to others, initiative, self-awareness, self-confidence, emotional appropriateness, verbal and non-verbal communication)					
2.	Positive Work Ethic and Responsibility (e.g., preparedness, punctuality and timeliness, accountable, responsible, safe use and care of resources)					
3.	Relationships and Interpersonal Competence (e.g., Professional boundaries, rapport, sensitivity, tact, receptive & response to constructive feedback)					
4.	Knowledge and Critical Thinking Skills (e.g., problem identification & solving)					
5.	Internalized Values and Ethical Behavior (Altruism, empathy, cultural sensitivity)					
<b>My overall impression of the class.</b>						
Were there any behaviors or actions displayed that entice you to take this individual(s) as a student? If yes, please describe.						
Were there any behaviors that were displayed that would make you decline taking this individual(s) as a student? If yes, please describe.						
Additional Comments:						

\* Feel free to use the back side of this paper for more elaboration. The above information will be shared with the class as a whole unless the evaluator specifies otherwise. Please contact Karin Savage (301-784-5535) if any questions. Thank you for all of your time and support of the program.

## **Allegany College of Maryland**

### **Student Evaluation of Faculty**

This evaluation is filled out electronically and made available at the end of each semester through the respective Bright Space course module. This information is used for assessment of the faculty, the course materials, resources, the curriculum, etc. We encourage early and open communication with your instructor(s) on your well-being, learning, and learning environment. The faculty are here to help you and early intervention and prevention is always the best way. Below is a list of the following categories of this Evaluation.

1. The instructor is organized and well-prepared.
2. The instructor provided a course syllabus with clearly stated learning objectives.
3. The instructor clearly explained the course requirements and grading standards.
4. The instructor's teaching methods are effective in helping me learn the material.
5. The instructor demonstrates enthusiasm for teaching.
6. The instructor emphasizes the major ideas with each instructional session.
7. The instructor facilitates understanding through the use of examples and/or applications.
8. The instructor is knowledgeable about the subject.
9. The instructor's manner of speaking is clear.
10. The instructor is concerned about my progress throughout the semester.
11. The instructor encourages me to ask questions and participate in discussions.
12. The instructor promotes mutual respect.
13. The instructor is supportive if I request additional help throughout the semester.
14. The instructor utilizes assignments and activities that challenge me to think.
15. The instructor provides useful and timely feedback on student performance.
16. Examinations cover material or skills emphasized throughout the semester.
17. The instructor encourages students to learn.
18. From my perspective, the course learning outcomes stated in the syllabus are being achieved.
19. Overall, your rating for this instructor is: poor, fair, good, very good, excellent.
20. List strengths of instructor.
21. List suggestions on how the instructor may improve.
22. The classroom/lab temperature was adequate to support the learning environment.
23. The classroom/lab lighting was adequate to support the learning environment.
24. The amount/size of the classroom/lab space was adequate to support the learning environment.
25. Physical environment open ended comments.
26. Was the technology and other in-class resources available, functional, and easy to use?
27. Were there enough resources, such as computers, or other in-class technologies available for use during the class?
28. Explain any issues you had in this class related to the use of availability of necessary technology.

## Student Evaluation of Guest Speaker

**Guest Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Topic:** \_\_\_\_\_

Please complete the evaluation using the following key:

SA= strongly agree; A= Agree; NO= Neither agree or disagree; D= Disagree; SD= Strongly Disagree

### Course Evaluation

1.	My overall impression of the course was favorable.	SA	A	NO	D	SD
2.	I would recommend the course be offered to next year's class.	SA	A	NO	D	SD

Comments:

### Materials Evaluation

1.	The materials were clearly organized and easy to read	SA	A	NO	D	SD
2.	The materials supported the presentation of the information.	SA	A	NO	D	SD

Comments:

List at least one thing you liked and at least one thing you would like to change about the following.

Liked	Would Change

\* Feel free to use the back side of this paper for more elaboration.

## Withdrawal Exit Survey

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Filled out Standard Exit Interview: (Yes/No)

Withdrawal or Termination (circle one)

Reason for withdrawal:

Recommendation for self-improvement:

Recommendation for program improvement:

Other comments.



*Allegany College of Maryland*  
**Physical Therapist Assistant Program**

**GRADUATION EXIT SURVEY \* ASSESSMENT INSTRUMENT**

The purpose of this questionnaire is to help the Physical Therapist Assistant Program evaluate and improve its performance. Please complete the survey and return it in the envelope provided. Additional comments are welcome. All answers will be strictly confidential. Thank you for your assistance.

Name of Graduate: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**OUTCOMES**

A = Strongly Agree B = Agree C = Disagree D = Strongly Disagree

1. Is the method of communication among students, program faculty, and clinical education faculty clearly outlined with direct lines of communication in place? Comments:	A	B	C	D
2. Are the Allegany College of Maryland program faculty qualified academically and experimentally to teach the program context areas of his/her teaching assignments? Comments:	A	B	C	D
3. While enrolled in the Allegany College of Maryland Physical Therapist Assistant (PTA) program, there was sufficient academic advisement, and information available on financial aid, scholarships, and loans, counseling and testing services. Comments:	A	B	C	D
4. While in the PTA program, clinical visits were conducted in a timely manner, and there were sufficient supplies, functional equipment and purchase of new equipment for the laboratory component. Comments:	A	B	C	D
5. The library resources, computer services, technology services to access up to date physical therapy information was available at Allegany College of Maryland. Comments:	A	B	C	D
6. While attending Allegany College of Maryland PTA program, the classrooms, laboratories, offices and clinical education experiences provided an environment conducive to effective teaching and learning. Comments:	A	B	C	D



<p>7. The Allegany College of Maryland PTA program's course curriculum is documented and provides an atmosphere reflective of contemporary practice of physical therapy with up to date literature and using the APTA's standards of practice.</p> <p>Comments:</p>	A	B	C	D
<p>8. The Allegany College of Maryland general education curriculum included biological, physical, physiological and anatomical principles that fostered independent thinking, critical thinking, verbal and nonverbal communication and fundamental theory that prepared you for the physical therapy science courses.</p> <p>Comments:</p>	A	B	C	D
<p>9. As Allegany College of Maryland PTA students, we were instructed in methods to educate other professionals, patients and caregivers about the delivery of legal, ethical and safe physical therapy interventions and documentation.</p> <p>Comments:</p>	A	B	C	D
<p>10. The Allegany College of Maryland PTA program provided learning experiences in social responsibility, values clarification, citizenship, patient advocacy and the importance of lifelong learning.</p> <p>Comments:</p>	A	B	C	D
<p>11. Classroom lectures were open for discussion and fostered debate to help answer any questions I had and faculty was supportive of students and provided constructive criticism, encouragement and compassion when needed.</p> <p>Comments:</p>	A	B	C	D
<p>12. Faculty was aware and considerate of any personal matters that might have affected you and was sensitive to student needs and treated students equally and with respect.</p> <p>Comments:</p>	A	B	C	D
<p>13. I believe the Allegany College of Maryland PTA program has adequately prepared me for the Physical Therapist Assistant National Physical Therapy Examination (NPTE)</p> <p>Comments:</p>	A	B	C	D



14. Do you plan to continue your education?

Yes       No

If yes, where do you plan to attend and towards what degree?

15. What do you feel are the strengths of the program?

16. What do you feel are the weaknesses of the program?

17. If you were to start school again would you attend the Allegany College of Maryland PTA program again?

Yes       No

If no, what changes would you make to the program to improve the curriculum?

If yes, your comments:

***Thank you for completing the questionnaire. Your comments are kept confidential.***

## **Post-Graduation Message**

After Graduation, please keep in touch and look for the following surveys:

1. Graduate Surveys
2. Employer Surveys

Information back from you after you are in the field is critical to a healthy program. We are also required to track employment rates and details related to your ultimate success. Please let us know if you would be interested in giving back to our program as a guest speaker or a member of our Program Advisory Committee.

**Allegany College of Maryland**  
**Physical Therapist Assistant Program**

**GRADUATE SURVEY \* ASSESSMENT INSTRUMENT**

The purpose of this questionnaire is to help the Physical Therapist Assistant Program evaluate and improve its performance. Please complete the survey and return it in the envelope provided. Additional comments are welcome. All answers will be strictly confidential. Thank you for your assistance.

Name of Graduate:	Graduation Year:	Date:
Postal Street Address:		
City, State, Zip Code:		
E-Mail (post-graduation):		
Home Phone:	Cell Phone:	
Other Contact Info:		

1. What is your current work/education status? *Check all that apply.*

- |  |  |
|--|--|
| <input type="checkbox"/> Employed full-time as a PTA | <input type="checkbox"/> Active military service       |
| <input type="checkbox"/> Employed part-time as a PTA | <input type="checkbox"/> Full-time homemaker           |
| <input type="checkbox"/> Full-time student           | <input type="checkbox"/> Unemployed and seeking a job  |
| <input type="checkbox"/> Part-time student           | <input type="checkbox"/> Other (please describe) _____ |

2. What is your current employment setting? *Check all that apply.*

- |  |  |
|--|--|
| <input type="checkbox"/> Hospital                      | <input type="checkbox"/> Rehabilitation Center     |
| <input type="checkbox"/> Extended Care                 | <input type="checkbox"/> Private Practice          |
| <input type="checkbox"/> Physician's Office            | <input type="checkbox"/> Voluntary Health Agency   |
| <input type="checkbox"/> Specialty Clinic              | <input type="checkbox"/> Home Health Agency        |
| <input type="checkbox"/> School (K-12)                 | <input type="checkbox"/> Residential Care Facility |
| <input type="checkbox"/> Industrial Clinic             | <input type="checkbox"/> Government Agency         |
| <input type="checkbox"/> Other (please describe) _____ |  |

3. Where is your job located?

- |  |  |
|--|--|
| <input type="checkbox"/> Maryland, Allegany County | <input type="checkbox"/> Pennsylvania, _____ County  |
| <input type="checkbox"/> Maryland, Garrett County  | <input type="checkbox"/> West Virginia, _____ County |
| <input type="checkbox"/> Maryland, _____ County    | <input type="checkbox"/> Other, please specify _____ |

4. How many years have you been practicing in the profession? *(Note: It need not be consecutive years of experience)*

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Less than 1 year | <input type="checkbox"/> 3-5 years  | <input type="checkbox"/> 11-20 years   |
| <input type="checkbox"/> 1-2 years        | <input type="checkbox"/> 6-10 years | <input type="checkbox"/> Over 20 years |

5. In which area do you spend more than half of your time? *(Check one.)*

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Orthopedics  | <input type="checkbox"/> Wound care     | <input type="checkbox"/> Obstetrics/Gynecology        |
| <input type="checkbox"/> Geriatrics   | <input type="checkbox"/> Work hardening | <input type="checkbox"/> Sports                       |
| <input type="checkbox"/> Pediatrics   | <input type="checkbox"/> Burns          | <input type="checkbox"/> Other, please describe _____ |
| <input type="checkbox"/> Neurological | <input type="checkbox"/> Aquatics       |   |

6. Have you taken courses at another college/university since attending Allegany College of Maryland? *(Check one.)*

- Yes, full-time (12 or more credits per semester)

- Yes, part-time and seeking a degree
- Yes, part-time but not seeking a degree
- No, I have not taken courses at another college/university

7. What is your highest level of education completed?

- Associate       Baccalaureate       Masters       Doctorate

8. How would you rate your overall job satisfaction?

- Excellent       Good       Average       Below Average       Poor

9. What is your current gross annual salary (before deductions and taxes)?

- |  |  |
|--|--|
| <input type="checkbox"/> Less than \$25, 000 | <input type="checkbox"/> \$34,000 - \$37,999 |
| <input type="checkbox"/> \$25,000 - \$27,999 | <input type="checkbox"/> \$38,000 - \$40,000 |
| <input type="checkbox"/> \$28,000 - \$30,999 | <input type="checkbox"/> \$40,001 or greater |
| <input type="checkbox"/> \$31,000 - \$33,999 |  |

### OUTCOMES

**A = Strongly Agree    B = Agree    C = Disagree    D = Strongly Disagree**

<p>1. Is the method of communication among students, program faculty, and clinical education faculty clearly outlined with direct lines of communication in place? <sup>(2B3 CF 1/3)</sup></p> <p>Comments:</p>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<p>2. Are the Allegany College of Maryland program faculty qualified academically and experimentally to teach the program context areas of his/her teaching assignments? <sup>(2B3 CF 1/3)</sup></p> <p>Comments:</p>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<p>3. While enrolled in the Allegany College of Maryland Physical Therapist Assistant (PTA) program, there was sufficient academic advisement, and information available on financial aid, scholarships, and loans, counseling and testing services. <sup>(2B4SSR)</sup></p> <p>Comments:</p>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<p>4. While in the PTA program, there were sufficient supplies, functional equipment and purchase of new equipment for the laboratory component. <sup>(2B4 ER/TR)</sup></p> <p>Comments:</p>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<p>5. The library resources, computer services, technology services to access up to date physical therapy information was available at Allegany College of Maryland. <sup>(2B4LR)</sup></p> <p>Comments:</p>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>

6. While attending Allegany College of Maryland PTA program, the classrooms, laboratories, offices and clinical education experiences provided an environment conducive to effective teaching and learning. (2B4 Sp) (2B4 ER/TR) Comments:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
7. The Allegany College of Maryland PTA program's course curriculum is documented and provides an atmosphere reflective of contemporary practice of physical therapy with up to date literature and using the APTA's standards of practice. (2B4 ER, TR) Comments:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
8. The Allegany College of Maryland general education curriculum included biological, physical, physiological and anatomical principles that fostered independent thinking, critical thinking, verbal and nonverbal communication and fundamental theory that prepared you for the physical therapy science courses. Comments:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
9. As Allegany College of Maryland PTA students, we were instructed in methods to educate other professionals, patients and caregivers about the delivery of legal, ethical and safe physical therapy interventions and documentation. Comments:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
10. The Allegany College of Maryland PTA program provided learning experiences in social responsibility, values clarification, citizenship, patient advocacy and the importance of lifelong learning. Comments:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
11. Classroom lectures were open for discussion and fostered debate to help answer any questions I had and faculty was supportive of students and provided constructive criticism, encouragement and compassion when needed. (2B3 CF 1/3) Comments:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
12. Faculty was aware and considerate of any personal matters that might have affected you and was sensitive to student needs and treated students equally and with respect. (2B3 CF 1/3) Comments:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
13. I believe the Allegany College of Maryland PTA program has adequately prepared me for the Physical Therapist	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>

Assistant National Physical Therapy Examination (NPTE) Comments:				
14. I believe the Program Director functioned as an effective leader and performed administrative duties adequately. Comments:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
15. I believe the ACCE functioned as an effective leader and performed administrative duties adequately. Clinical site visits were conducted in an efficient and timely manner. (2B3ACCE*) Comments:	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>

14. Do you plan to continue your education? Yes or No (circle one)

If yes, where do you plan to attend and towards what degree?

15. What do you feel are the strengths of the program?

16. What do you feel are the weaknesses of the program?

17. If you were to start school again would you attend the Allegany College of Maryland PTA program again? Yes or No (circle one)

If no, what changes would you make to the program to improve the curriculum?

If yes, your comments:

**Additional comments:** (Feel free to attach comments also.)

We would like to contact employers to ask how well they think that ACM's PTA program is preparing its students for their jobs. May we contact your supervisor for this purpose?

Yes or No (circle one)

Supervisor's name and title: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*Thank you for completing the questionnaire. Your comments are kept confidential.*

**Allegany College of Maryland**  
**Physical Therapist Assistant Program**  
**GRADUATE SURVEY \* ADDENDUM**

Additional comments are welcome. All answers will be strictly confidential. Thank you for your assistance.

Name of Graduate:	Graduation Year:	Date:
Contact info: (see Graduate Survey)		
Board Exam Date:		
Are you currently employed as a PTA?	Yes or No (circle one)	
When was your first day of employment?		
Are you FT, PT, or PRN?		
How long did you search to find a job?		
Are you looking to work more or less hours?		
What is your current employment setting? (or see Graduate Survey)		
Is this the setting that you were hoping to work?	Yes or No (circle one)	
Are you overall happy with your overall career choice? Yes or No (circle one) Why or why not?		
Are you still actively looking for another or additional job as a PTA? Yes or No (circle one) If yes, why?		
Did you feel Allegany College of Maryland PTA program adequately prepared you for the career field and employment? Yes or No (circle one)		
If no, what could the program do to better prepare you for employment.		
If you could do it all over again, would you have chosen the same career? If no, why not?		

Additional Comments (feel free to use the back side of this sheet):



*Allegany College of Maryland*  
**Physical Therapist Assistant Program**  
**EMPLOYER SURVEY \* ASSESSMENT INSTRUMENT**

Today's Date: \_\_\_\_\_

**The purpose of this questionnaire is to help the Physical Therapist Assistant Program evaluate and improve its performance. This graduate has given the program permission to contact you. We need you, as an employer of one of our recent graduates, to tell us how well the graduate is performing on the job. Please evaluate how well this graduate was prepared by the program for employment at your facility. All answers will be strictly confidential. Thank you for your assistance.**

Facility Name: \_\_\_\_\_

Name of Graduate: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Years of Employment at This Facility: \_\_\_\_\_

1. Is this graduate the first Physical Therapist Assistant from Allegany College of Maryland that your facility has hired?  
 Yes       No

2. What type of setting is your facility? (Check all that apply.)

- Outpatient
- Acute Care
- Rehabilitation
- Burn Unit
- Other, please describe \_\_\_\_\_

- Sports Medicine
- Work Hardening
- Pediatrics
- Nursing Home/ECU

3. Outcomes

A= strongly agree, B= Agree, C= Disagree, D= Strongly Disagree

1. PTA is able to communicate effectively in a verbal and non-verbal manner with patients, fellow health care workers and management. <u>Comments-</u>	A	B	C	D
2. PTA is able to recognize and respond appropriately to all individual and cultural differences when administering all aspects of physical therapy service <u>Comments-</u>	A	B	C	D
3. PTA exhibits conduct and practice that is legal, ethical, safe, and meets expectations of society and fellow members of the physical therapy profession. <u>Comments-</u>	A	B	C	D
4. PTA demonstrates an understanding and a competence in administering selected interventions to achieve the short and long term goals of the patient as outlined by the physical therapist. <u>Comments-</u>	A	B	C	D

A= strongly agree, B= Agree, C= Disagree, D= Strongly Disagree

5. PTA is able to appropriately adjust interventions established by the physical therapist in response to patient status and clinical indications and report changes to the physical therapist. <u>Comments-</u>	A	B	C	D
6. PTA is able to recognize when the direction to perform an intervention is beyond that which is appropriate for a PTA and clarifies such with the PT. <u>Comments-</u>	A	B	C	D
7. PTA is capable of reading and understanding health care literature, and relating instructions to patients, family members, care givers and fellow health care professionals. <u>Comments-</u>	A	B	C	D
8. PTA demonstrates competency in ethical practice of data collection skills, daily progress notes, and billing for reimbursement. <b>Comments-</b>	A	B	C	D
9. PTA is able to recognize when interventions should not be performed due to changes in patient status and reports this to the supervising PT. <b>Comments-</b>	A	B	C	D
10. PTA is able to instruct other members of the health care team using established techniques, programs, and instructional materials to educate others on the role of the PTA. <b>Comments-</b>	A	B	C	D
11. PTA demonstrates a commitment to meeting the needs of the patient, consumers and displays an awareness of social responsibility, citizenship, and advocacy. <b>Comments-</b>	A	B	C	D
12. PTA identifies the importance of career development and the commitment to life-long learning. <b>Comments-</b>	A	B	C	D
13. PTA reads and implements individualized plan of care from the PT, and demonstrates clinical competence when providing patient/client care. <b>Comments-</b>	A	B	C	D
14. PTA utilizes appropriate channels of communication, and participates in committees and conferences of the employing institution. <b>Comments-</b>	A	B	C	D
15. PTA constructs a course of action when confronted with ethical dilemmas and participates in self-evaluation and peer review. <b>Comments-</b>	A	B	C	D

4. Do you have any suggestion that will help us strengthen the ACM PTA Program?

5. What do you see as the strengths/weaknesses of the ACM PTA program?

6. What skills or competencies do you believe future ACM PTA graduates will need in the entry-level practice of physical therapy?

INSTITUTION\_\_\_\_\_

PRINT and SIGN Name\_\_\_\_\_

TITLE\_\_\_\_\_

***Thank you for completing the questionnaire. Your comments are kept confidential.***

**ALLEGANY COLLEGE  
PHYSICAL THERAPIST ASSISTANT  
PROGRAM HANDBOOK**

**Appendix E:  
Miscellaneous**





Allegany College of Maryland

# Instructions for Order Placement

<http://allegany.castlebranch.com/>



To place your order, you will be prompted to create a secure myCB account. Personal identifying information will be needed to complete this process. The email address provided will become your login.

### myCB enables you to:

- View order results
- Upload documents
- Manage requirements
- Place additional orders
- Complete tasks

888.914.7297  
 Castlebranch.com





## Here is what can be Recycled at ACM

Many types of items can be recycled at ACM. Our commercial recycler, *Advanced Disposal*, does "single stream" recycling. This means that all recyclables except, corrugated cardboard, are collected together and separated by them off-site.

The on-campus **recycling containers** are either the tall plastic "Coke Bottle" shaped containers, or the red and white cardboard bins you see in the cafeteria and other buildings. They **all** handle these materials:

- **Plastic:** They should have a small triangle with the #1, #2,... #7. They take everything with a triangle
- **Cans:** Aluminum or other metals
- **Bottles:** Glass of any color
- **Paper:** Office paper, magazines, newspaper. Note:

**Note:** Please they do **not** want "mail" or catalogs (too much glue)

At the cafeteria loading dock there is a large gray bin labeled "**Cardboard**". Please **break down** all cardboard boxes before placing them in this container.

Used **toner cartridges** and ink cartridges can be placed in a box in the College Center "garage" (near the Print Shop). Next to that, for your convenience, is also a large box into which you can place broken-down **cardboard**.

**Batteries** (flashlight and any other kind) may also be put in with the toner cartridges.

**Books:** hardbound and soft cover books may be put in with the broken-down cardboard.

When you have questions on what/where to recycle, please contact ACM's Chief Recycling Officer ;)

Dick Soderman  
x5330 [rsoderman@allegany.edu](mailto:rsoderman@allegany.edu)



Allegany College of Maryland  
**STUDENT & LEGAL AFFAIRS**

## Student Counseling Program Quick Reference Guide

The uncertainty and rapidly changing outbreak of the Coronavirus can cause added stress, fear, and anxiety. Every individual is impacted differently and how each person reacts during stressful situations is unique. Experiencing overwhelming feelings of uncertainty, fear, stress, and anxiousness are to be expected. It's important to take care of yourself and seek the support you need. Please feel free to utilize the services that are provided below. If you need assistance finding support in your local community, please let us know how we can help you do so.

### Personal Counseling:

Allegany College of Maryland contracts with **UPMC WESTERN MARYLAND** (Cumberland) to provide counseling to individual students. Any eligible student is entitled to receive up to seven\* (7) hours of counseling per semester for any mental health issues with which s/he needs assistance. Counselors are also available for urgent and crisis situations. Couples and family counseling are also available. All services provided by WMHS are completely confidential and provided by qualified, licensed mental health professionals.

\*14 sessions per year are paid by ACM.  
 7 during the period July 1-December 31  
 7 during the period January 1 – June 30

To schedule an appointment with a counselor at **UPMC Western Maryland** call **(240) 964-8585**.

**Crisis Counselors** are also available to speak to students over the phone and can be reached at **240-964-1399**.

The Pennsylvania campus contracts separately with Bedford-Somerset Developmental and Behavioral Health Services (814) 623-5166; for more information, contact Student Services offices in Bedford at (301) 784-6200

### On-Site Support:

Students who need *immediate* mental health support may contact Ms. **Renee Gibson** (Student Support & Operations Specialist) when they are in crisis or need urgent support. Renee will help them resolve the situation using crisis intervention skills as well as practical problem-solving and referrals to campus services or other supports. If the situation is mental health emergency, the student will be connected with the WMHS crisis counselor for emergency help.

Renee Gibson's office is in **CC-152**, her phone number is **(301) 784-5206**, and she can also be reached via email at **rgibson@allegany.edu**. She is generally available M-F during business hours. *(While departments will have limited staff working, Student & Legal Affairs will have someone available, who has been trained in Mental Health First Aid, to meet the urgent needs of faculty, staff, and students.)*

### Family Crisis Resource Center:

Allegany College of Maryland has partnered with the Family Crisis Resource Center (Cumberland) to provide easily accessible domestic violence and sexual assault support services to students. FCRC is a non-profit, nongovernmental sexual assault and domestic violence victim services organization. FCRC is available by appointment and in emergencies to help any student [or employee]. All FCRC services are free.

FCRC can be reached by calling (301) 759-9244.

### Screening for Mental Health

Allegany College of Maryland has registered with MindWise to offer online screening programs for depression, generalized anxiety disorder, PTSD, bipolar disorder, alcohol/drug use disorders, and eating disorders. These free personal assessments can be completed by any student from any internet connection; if the results indicate treatment or services may be needed, the student will be given appropriate referral information.

<https://www.allegany.edu/student-and-legal-affairs> (Student Counseling tab » click: [Anonymous Online Screenings](#))

### Emergencies

Anyone who witnesses a medical or mental health emergency requiring immediate intervention should **CALL 911 AND THEN CALL CAMPUS SECURITY @ X.5555**. Health and safety are too important to hesitate, and you do not need permission to call 911. (NOTE: ACM does not provide transportation and/or hospitalization costs.)

**Maryland Crisis Connect: 1-800-422-0009 / 1-866-411-6803**  
*Or you can Dial 211 (select option 1) for crisis help or resource info*

**National Suicide Prevention Lifeline: 1-800-273-TALK (8255)**

**Crisis Text Line: Text "HOME" to 741 741 (Free/confidential)**

**Doctors on Demand <https://www.doctorondemand.com/>**

**National Domestic Violence Hotline 1-800-799-7233**

**RAINN (Rape, Abuse, and Incest Natl. Network) 1-800-656-4673**

### Private Referrals – local Providers

A list of local mental health providers (Cumberland campus) is available by contacting the Office of Student & Legal Affairs or the Nurse Managed Wellness Center. Selecting a private provider is the student's choice; payment is the student's responsibility.

### Online resources to manage stress & anxiety:

**CDC (Center for Disease Control):**

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>

**WHO (World Health Organization):**

[https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf?sfvrsn=6d3578af\\_2](https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf?sfvrsn=6d3578af_2)

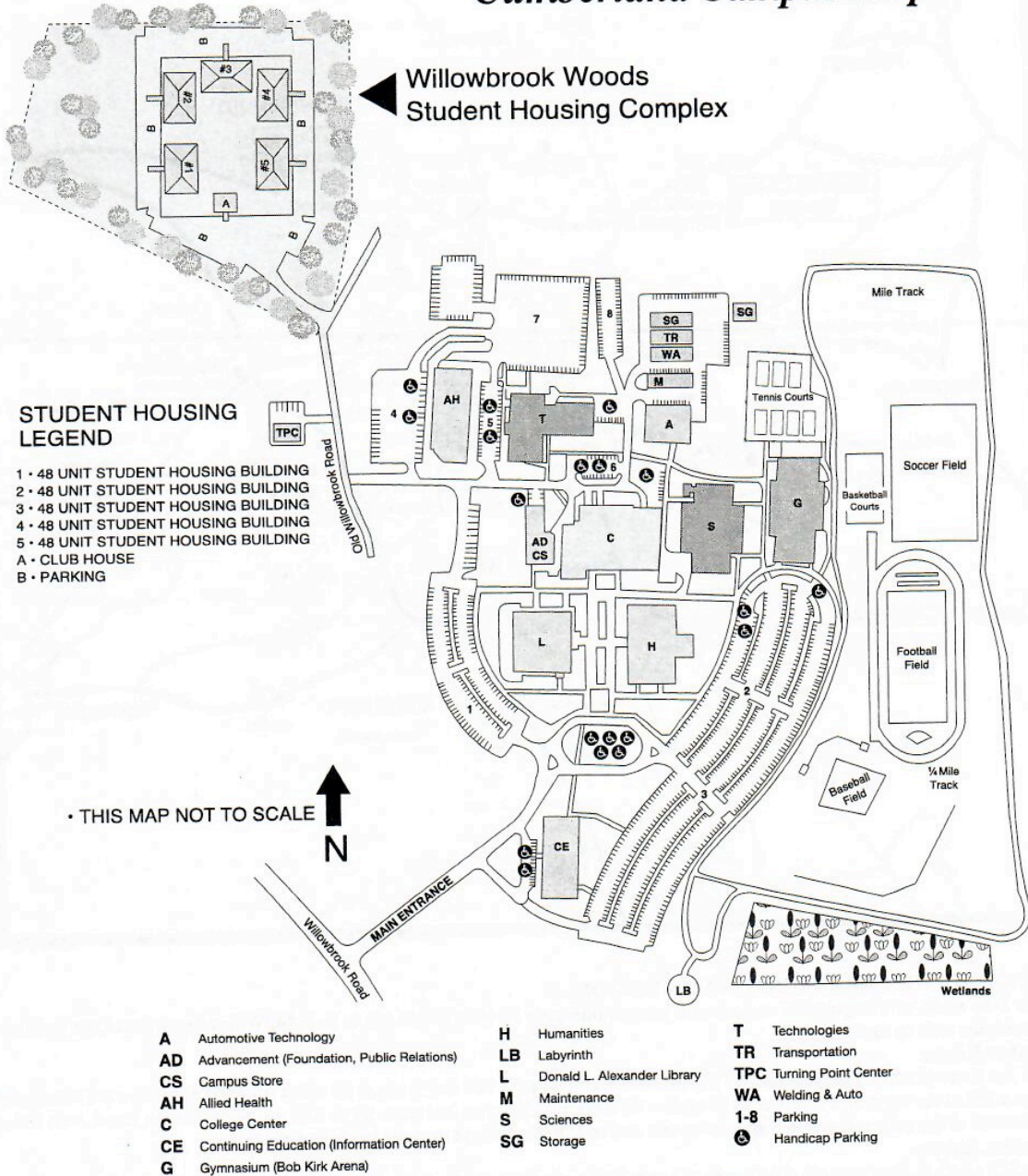
When you can't control  
 what's happening, challenge  
 yourself to control the way you  
 respond to what's happening.  
 That's where your  
 power is.

Info @ Office of Student & Legal Affairs (301) 784-5206



# ALLEGANY COLLEGE OF MARYLAND

## *Cumberland Campus Map*



• THIS MAP NOT TO SCALE

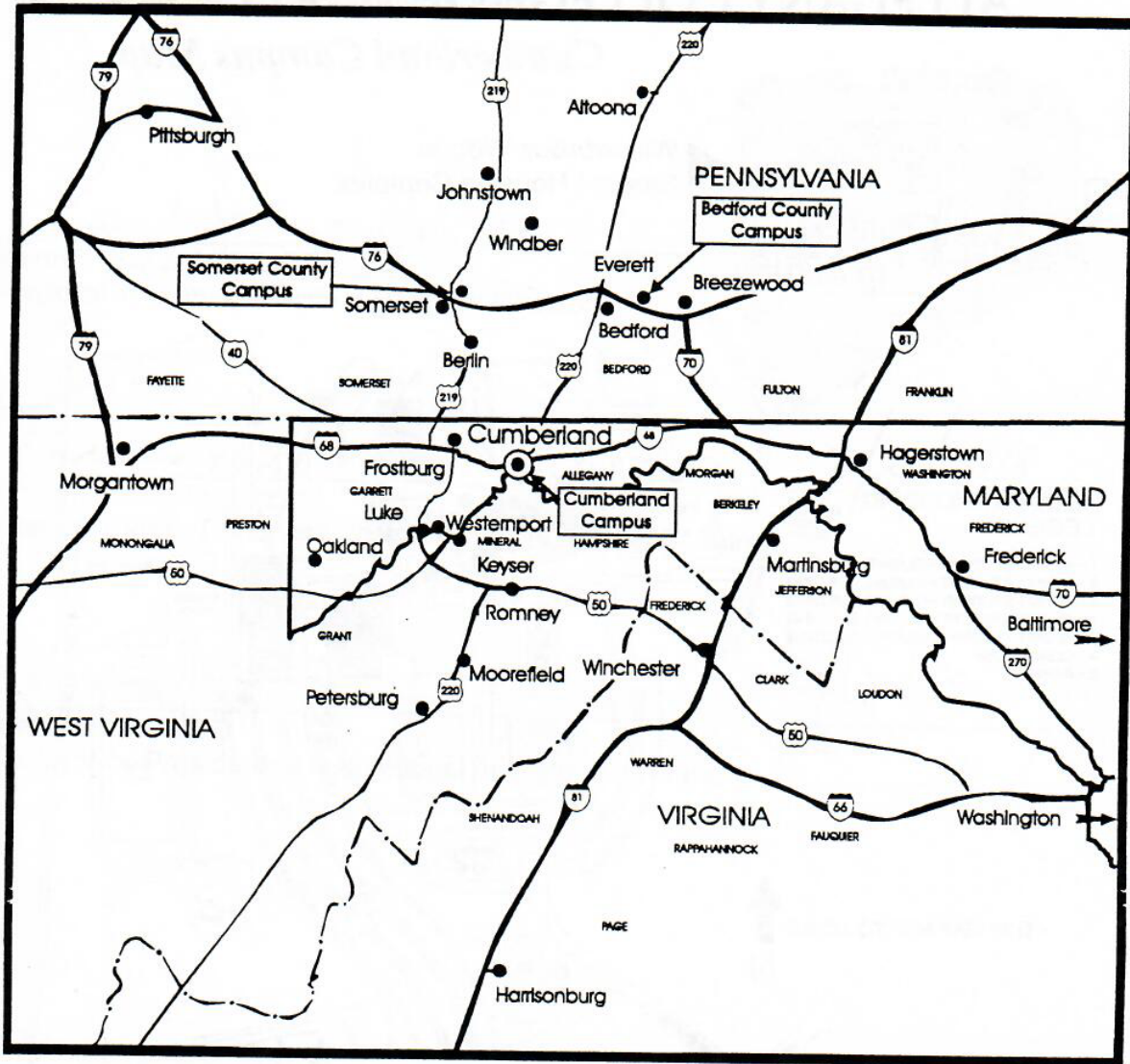


Financial Aid, Admissions/Registration Offices are located in the College Center (C).  
Ample parking is available, with reserved parking identified for the handicapped.

10/08

# ALLEGANY COLLEGE of MARYLAND Regional Map

12401 WILLOWBROOK ROAD, SE • CUMBERLAND, MARYLAND • 21502-2596 - 301-784-5000



**•FROM THE WESTERN PENNSYLVANIA REGION**

Take I-79 south to Morgantown and proceed east on Interstate 68 (Old Route 48) to Exit 44, Willowbrook Road, go right and proceed one mile to campus.

**Another Route:**

Take the Pennsylvania Turnpike east to the Bedford Exit and take 220 south about 25 miles to first light (Nave's Crossroads). Make a left at the light and continue to Interstate 68 west, turn right on Interstate 68 to Exit 44, Willowbrook Road, turn left at the bottom of the exit, and proceed approximately one mile to the college campus located on the left.

**Another Route:**

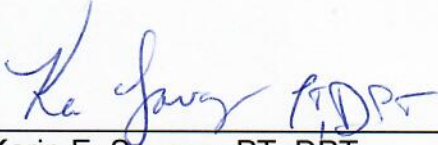
Take 219 south to Interstate 68 (Old Route 48) east. Exit at the Willowbrook Road interchange. Bear right at the exit and follow Willowbrook Road approximately one mile to Allegany College on the left.

**•FROM THE BALTIMORE-WASHINGTON REGION**

Take Interstate 70 West to Hancock, turn left at Interstate 68 (Old Route 48) to Cumberland, proceed west approximately 35 miles to Exit 44, Willowbrook Road, turn left at the bottom of the exit, and proceed approximately one mile to the campus located on the left.



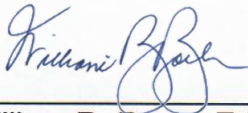
The policies in this manual have been revised and supersede all other published PTA Program policies. These policies and procedures become effective at the PTA Program Orientation for the Academic Year **2022-2023**. Allegany College of Maryland and the Physical Assistant Program reserve the right to make changes in this document as deemed necessary. All students will be given copies of new policies as they arise. The policies have been approved by the following individuals



Karin E. Savage, PT, DPT  
Physical Therapist Assistant Program Director

5/31/22

Date



William R. Rocks Ed.D  
Dean of Career Education, Instructional and Student Affairs

Date



Kurt Hoffman Ed.D  
Senior Vice President of Instructional and Student Affairs

6/7/22

Date

Original: 1995  
Revised: 2022