



**NORTHEAST  
COMMUNITY  
COLLEGE**



**2024/2025**  
PHYSICAL THERAPIST ASSISTANT PROGRAM  
STUDENT HANDBOOK - Class of 2026

# Table of Contents

---

Director’s Welcome .....	5
PTA Program Faculty .....	6
Northeast Administrative & PTA Program Directory.....	7
<b>PREFACE</b> .....	8
<b>ACCREDITATION</b> .....	8
<b>COLLEGE MISSION</b> .....	8
<b>COLLEGE VISION</b> .....	8
<b>PROGRAM MISSION</b> .....	9
<b>COLLEGE VALUES AND STRATEGIC PRIORITIES</b> .....	9
<b>PROGRAM GOALS</b> .....	9
<b>PROGRAM OUTCOMES</b> .....	9
<b>GRADUATE ACHIEVEMENT MEASURES</b> .....	9
<b>STANDARDS OF ETHICAL CONDUCT</b> .....	9
<b>PROGRAM OF STUDY</b> .....	10
<b>PHYSICAL DEMANDS</b> .....	12
<b>ESSENTIAL FUNCTIONS</b> .....	13
Student Support Services.....	16
<b>RESOURCES PROVIDED BY THE PTA PROGRAM</b> .....	16
<b>Open Door Policy</b> .....	16
<b>Faculty Office Hours</b> .....	16
<b>Faculty Contact</b> .....	16
<b>PTA Laboratories</b> .....	16
<b>Refrigerator &amp; Microwave</b> .....	16
<b>RESOURCES PROVIDED BY NORTHEAST</b> .....	16
<b>General Computer Access</b> .....	17
<b>Veterans Services</b> .....	17
<b>Professional Resources</b> .....	17
<b>Career Closet</b> .....	17
<b>TRIO</b> .....	17
Instructional Affairs .....	18

<b>PROGRAM PROGRESSION</b> .....	18
<b>PROGRAM RETENTION</b> .....	18
<b>Contract for Academic/Behavior Success</b> .....	19
<b>Post-Practical Advising Session</b> .....	19
<b>Quiz or Assignment Question Challenge</b> .....	19
<b>Exam Question Challenge</b> .....	19
<b>Peer Skills Checkoffs</b> .....	19
<b>Building Access</b> .....	19
<b>Faculty Access</b> .....	19
<b>Grade Access</b> .....	20
<b>Lecture/Lab Notes</b> .....	20
<b>Study Groups</b> .....	20
<b>Tutoring</b> .....	20
<b>GRADING</b> .....	20
<b>Grading Scale</b> .....	20
<b>ASSESSMENT OF STUDENT LEARNING</b> .....	20
PTA Program Guidelines and Procedures .....	22
<b>GENERAL GUIDELINES AND PROCEDURES</b> .....	22
<b>Informed Consent and Statement of Student Guidelines</b> .....	22
<b>Technology</b> .....	22
<b>Attendance Guideline</b> .....	22
<b>Study Groups</b> .....	24
<b>Student Dress Code Guidelines</b> .....	24
<b>Substance Abuse</b> .....	25
<b>Student Records</b> .....	26
<b>Employment during the Program</b> .....	26
<b>Extracurricular Activities during the Program</b> .....	27
<b>Professional Opportunities</b> .....	27
<b>ACADEMIC GUIDELINES AND PROCEDURES</b> .....	27
<b>Examinations</b> .....	27
<b>Quizzes</b> .....	28
<b>Assignments</b> .....	28
<b>Peer Skills Checkoffs</b> .....	30
<b>Practical Assessment Grading</b> .....	30

<b>Practical Assessment: Skills Based</b> .....	30
<b>Practical Assessment: Scenario Based</b> .....	31
<b>Program Comprehensive Practical Assessments</b> .....	33
<b>LABORATORY GUIDELINES AND PROCEDURES</b> .....	33
<b>Laboratory Safety</b> .....	33
<b>Laboratory Guidelines</b> .....	34
<b>Laboratory Attire</b> .....	35
<b>CLINICAL GUIDELINES AND PROCEDURES</b> .....	35
<b>Clinical Placement</b> .....	35
<b>Clinical Attendance</b> .....	36
<b>Requirements for Clinicals</b> .....	37
<b>Confidentiality</b> .....	38
<b>Patient/Client Safety</b> .....	38
<b>Inherent Risks</b> .....	38
<b>Transportation and Housing</b> .....	38
<b>Current Skill Acquisition</b> .....	39
<b>Performance Assessment</b> .....	40
<b>Clinical Progression</b> .....	40
<b>Clinical Agreement</b> .....	40
Student Conduct and Grievance Procedure .....	41
<b>STUDENT RIGHTS</b> .....	41
<b>STUDENT CODE OF CONDUCT</b> .....	41
<b>UNPROFESSIONAL CONDUCT</b> .....	41
<b>DISCIPLINARY PROCEDURES</b> .....	41
<b>Advising Session</b> .....	41
<b>Probation</b> .....	42
<b>STUDENT DISMISSAL FROM PROGRAM</b> .....	42
<b>Grounds for Dismissal</b> .....	42
<b>RE-ENTRY COMMITTEE GUIDELINES AND PROCEDURES</b> .....	43
<b>Continuation and Re-entry Procedure</b> .....	43
<b>STUDENT GRIEVANCE/COMPLAINT PROCEDURES</b> .....	44
Appendices.....	45
<b>APPENDIX A</b> .....	45
<b>Program Comprehensive Practical Assessment Skills List (Fall Semester)</b> .....	45

<b>Program Comprehensive Practical Assessment Skills List (Spring Semester)</b> .....	49
<b>APPENDIX B</b> .....	54
<b>Contract for Academic/Behavioral Success</b> .....	54
<b>APPENDIX C</b> .....	56
<b>Student Informed Consent</b> .....	56
<b>APPENDIX D</b> .....	57
<b>Critical Safety Skills Competency List</b> .....	57
<b>APPENDIX E</b> .....	60
<b>Practical Grade Form</b> .....	60
<b>APPENDIX F</b> .....	62
<b>CLINICAL AFFILIATION AGREEMENT</b> .....	62
<b>APPENDIX G</b> .....	68
<b>Probation Statement</b> .....	68



## Physical Therapist Assistant Program

### Director's Welcome

---

On behalf of the faculty and staff, I would like to take this opportunity to welcome you to the Physical Therapist Assistant (PTA) program. Congratulations on your acceptance into the program and thank you for choosing Northeast Community College. We are looking forward to helping you develop the skills necessary to become a successful PTA.

The PTA program mission is to prepare students to work as valuable healthcare providers who are employable in any physical therapy setting. With ongoing enthusiasm, mutual respect, and cooperation, the faculty will work with you to fulfill this mission and achieve both your academic and professional goals.

This handbook is provided to clarify the expectations, guidelines, and procedures for the program. I encourage you to read it entirely to ensure you are well prepared for the challenges and rewards that lie ahead. Please let me know if you have any questions. We look forward to being part of your career journey.

Warm regards,

A handwritten signature in black ink that reads "Laura Schwanebeck, MPT". The signature is written in a cursive style.

Laura Schwanebeck, MPT  
PTA Program Director

## PTA Program Faculty

---



**Laura Schwanebeck, MPT**  
Program Director

Master of Physical Therapy; Bachelor of Science in Biology; Credentialed Clinical Instructor; Member of the American Physical Therapy Association; Licensed PT since 1997; Northeast faculty member since 2013.



**Tere Siedschlag, PTA, BS**  
Academic Coordinator of Clinical Education

Bachelor of Science in Business Management; Associate of Applied Science in Physical Therapist Assistant; Member of the American Physical Therapy Association; Certified PTA since 1990; Northeast faculty member since 1994.



**Andrea Suhr, PTA**  
Club Advisor

Associate of Applied Science in Physical Therapist Assistant, Northeast Community College; Credentialed Clinical Instructor; Member of the American Physical Therapy Association; Certified PTA since 2007; Northeast faculty member since 2010.

# Northeast Administrative & PTA Program Directory

---

## Northeast Community College, Norfolk Campus

801 E Benjamin Ave, P.O. Box 469  
Norfolk, NE 68702-0469  
Main Switchboard: 402-371-2020  
Toll Free: 1-800-348-9033

### Administration

Dr. Leah Barrett  
College President  
Office: Lifelong Learning Center 192  
Phone: 402-844-7055

Dr. Charlene Widener  
Vice President of Education Services  
Office: CWC 1334  
Phone: 402-844-7114

Dr. Jeff Hoffman  
Dean of Health and Public Services  
Office: AAH 209  
Phone: 402-844-7748  
Email: jhoffma3@northeast.edu

Laura Schwanebeck, MPT  
PTA Program Director/PTA Program Faculty  
Office: AAH 210A  
Phone: 402-844-7326  
Email: lauras@northeast.edu

### Program Faculty and Staff

Tere Siedschlag, PTA, BS  
Program Faculty/Academic Coordinator of Clinical Education (ACCE)  
Office: AAH 206  
Phone: 402-844-7328  
Email: tere@northeast.edu

Andrea Suhr, PTA  
Program Faculty/PTA Club Advisor  
Office: AAH 207  
Phone: 402-844-7324  
Email: andrea@northeast.edu

Dawn Doherty  
Health and Public Services Executive Assistant/PTA Administrative Assistant  
Office: AAH 210  
Phone: 402-844-7325  
Email: dawnd@northeast.edu  
Program Fax: 402-844-7390

**Clinical Affiliation Instructors and Sites** – A current list of contracts and clinical instructors is available in the office of the Academic Coordinator of Clinical Education (ACCE).



## PREFACE

The development of the physical therapist assistant (PTA) program at Northeast Community College, Norfolk, Nebraska, began in 1990 when the institution became aware of the growing demand for healthcare related occupations in Nebraska. A needs assessment survey of the institution's 20-county area was completed with the results indicating the greatest constituency interest in a PTA program.

An Ad Hoc Advisory Committee made up of area physical therapists was appointed in December 1991. The committee expressed their beliefs that a PTA program was needed in the state of Nebraska. Citizens of the state who were interested in pursuing a career as a PTA were required to leave the state to obtain the necessary training. The committee strongly supported the establishment of a PTA program at Northeast Community College.

The Board of Governors of Northeast Community College approved the development of an education program for PTAs on December 26, 1991. The college hired the first program director in July 1993 and first faculty member in August 1994. Sixteen students were selected in May 1994 for admission to the sophomore year of the program beginning in August 1994.

On November 1, 1995, the program was granted Initial Accreditation by the Commission on Accreditation in Physical Therapy Education and became the first PTA program in the state of Nebraska. The program has been granted a ten-year continued accreditation in May 2000, April 2010, and April 2020. The program awards the Associate of Applied Science Degree in PTA to program graduates.

The PTA program faculty have worked diligently to make this program into one of the top PTA programs in not only the state of Nebraska, but nationally. The PTA program prides itself on the quality of instructors that make up the faculty and the solid history of pass-rates on the National Physical Therapy Examination. The Northeast Community College PTA Program graduates have made an exceedingly positive impact on health-care delivery in the state of Nebraska.

## ACCREDITATION

The PTA Program at Northeast Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org). If needing to contact the program/institution directly, please call 402-844-7326 or email [pta@northeast.edu](mailto:pta@northeast.edu).



## COLLEGE MISSION

Northeast Community College is dedicated to the success of students and the region it serves.

## COLLEGE VISION

Empower every person in our region to achieve their academic and workforce development goals.

## **PROGRAM MISSION**

Northeast Community College's Physical Therapist Assistant Program is dedicated to preparing students to work as valuable healthcare providers who are employable in any physical therapy setting.

## **COLLEGE VALUES AND STRATEGIC PRIORITIES**

Values:

- We champion student success.
- We practice continuous improvement.
- We are mindful stewards of resources.
- We build partnerships and collaborations.
- We aspire to create an inclusive, diverse culture.

Strategic Priorities:

- Student Pathways to Success
- Excellence and Innovation in Educational Programs
- Rewarding and Inspirational Place to Work
- Effective Resource Management

## **PROGRAM GOALS**

- Faculty will provide an effective and contemporary curriculum.
- Students will demonstrate skills that are safe and competent.
- Graduates will be employable.

## **PROGRAM OUTCOMES**

- Each PTA faculty will complete all licensure requirements on time, including at least one professional development activity in the area of specialty they teach.
- At least 90% of the PTA students in each cohort will demonstrate entry-level competency in all contemporary clinical skills by the end of the terminal clinical experience.
- Each PTA student will demonstrate at least 80% academic competency in program assessment skills involving: stewardship, communication, reasoning, and relational perspective.

## **GRADUATE ACHIEVEMENT MEASURES**

- Graduation Rate: 60% averaged over two years
- Licensure Pass Rate: 85% averaged over two years
- Employment Rate 90% averaged over two years

## **STANDARDS OF ETHICAL CONDUCT**

The Northeast Community College Physical Therapist Assistant Program values ethical practice and treatment of others. The PTA program faculty, staff, and students are expected to conduct themselves

according to the standards of ethical conduct set forth by the American Physical Therapy Association as follows:

### **Preamble**

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

- Standard #1:** Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.
- Standard #2:** Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.
- Standard #3:** Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.
- Standard #4:** Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other healthcare providers, employers, payers, and the public.
- Standard #5:** Physical therapist assistants shall fulfill their legal and ethical obligations.
- Standard #6:** Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.
- Standard #7:** Physical therapist assistants shall support organizational behaviors and business practice that benefit patients/clients and society.
- Standard #8:** Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

American Physical Therapy Association. (n.d.), Standards Ethical Conduct. Retrieved from [http://www.apta.org/uploadedFiles/APTAorg/About\\_Us/Policies/Ethics/StandardsEthicalConductPTA.pdf#search=%22standards of ethical%22](http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/Ethics/StandardsEthicalConductPTA.pdf#search=%22standards of ethical%22)

## **PROGRAM OF STUDY**

### **FRESHMAN YEAR**

#### First Semester

Course		Credits
BIOS 2250	Introduction to Human Anatomy and Physiology I	4.0
BIOS 2250	Introduction to Human Anatomy and Physiology I Lab	0.0
ENGL 1010	English Composition I	3.0
MATH 2170	Applied Statistics	3.0
PTAS 1010	Medical Terminology for Physical Therapist Assistants	1.5
PTAS 1020	Introduction to Physical Therapy	1.0

SPCH 1010	Fundamentals of Communication	3.0
GEN ED	Social Science/Exploratory Studies	2.0
Total Credits		17.5

#### Second Semester

BIOS 2260	Introduction to Human Anatomy and Physiology II	4.0
BIOS 2260	Introduction to Human Anatomy and Physiology II Lab	0.0
PSYC 1810	Introduction to Psychology	3.0
PTAS 2520	Introduction to Clinical Management	1.0
PTAS 2550	Basic Physical Therapy Procedures	2.0
PTAS 2551	Basic Physical Therapy Procedures Lab	2.0
PTAS 2570	Exercise Principles	2.0
PTAS 2571	Exercise Principles Lab	1.0
Total Credits		15

### SOPHOMORE YEAR

#### First Semester

PTAS 2620	Clinical Management	3.0
PTAS 2650	Physical Agents	2.0
PTAS 2651	Physical Agents Lab	2.0
PTAS 2670	Orthopedic Assessment and Intervention I	3.5
PTAS 2671	Orthopedic Assessment and Intervention I Lab	2.5
PTAS 2690	Clinical Pathophysiology	3.5
PTAS 2691	Clinical Pathophysiology Lab	.5
Total Credits		17.0

#### Second Semester

PTAS 2700	Clinical Affiliation I	3.5
PTAS 2720	Advanced Clinical Management	0.5
PTAS 2770	Orthopedic Assessment and Intervention II	2.5
PTAS 2771	Orthopedic Assessment and Intervention II Lab	1.5
PTAS 2790	Neurologic Rehabilitation	3.0
PTAS 2791	Neurologic Rehabilitation Lab	2.0
Total Credits		13.0

#### Summer Sessions

PTAS 2800	Clinical Affiliation II	5.0
PTAS 2900	Clinical Affiliation III	5.0
Total Credits		10.0
Total Program Credit Hours		72.5

## PHYSICAL DEMANDS

ACTIVITY			KEY	Weight/Force	O	F	A
<b>Position:</b> (percentage of time)			<b>O</b> Occasionally	Lifting		X	
Standing	40%		<b>F</b> Frequently	Transporting		X	
Walking	15%		<b>A</b> Always	Pushing	X		
Sitting	45%			Pulling	X		
Strength Level: (in pounds)							
<ul style="list-style-type: none"> <li>Lift and carry up to 50 lbs.</li> <li>Transfer up to 300 lbs.</li> </ul>							

Activities	O	F	A	Conditions	O	F	A
Climbing	X			Exposure to weather	X		
Balancing			X	Extreme cold	X		
Stooping		X		Extreme heat	X		
Kneeling		X		Wet and/or humidity	X		
Crouching	X			Noise intensity level (moderate)	X		
Reaching		X		Moving mechanical parts	X		
Handling		X		Electrical current	X		
Keyboarding	X			Toxic/caustic chemicals	X		
Palpating			X	Other environmental concerns:			
Talking			X				
Hearing			X				
Tasting/Smelling	X						
Near Acuity			X				
Far Acuity			X				
Depth Perception	X						
Color Vision		X					
Field of Vision		X					

## ESSENTIAL FUNCTIONS

The PTA program prepares students to work under the direction and supervision of a physical therapist and provide hands-on treatment to patients in a variety of rehabilitation settings. The program requires reasonable expectations of the PTA student to ensure competency and safety in performing commonly used physical therapy functions in all rehabilitation settings. In order to complete the program, the student must be able to meet the minimal requirements recognized by the Commission on Accreditation in Physical Therapy Education.

Northeast Community College complies with the requirements of the Americans with Disabilities Act (ADA) and will make reasonable accommodations for an applicant with a disability who is otherwise qualified. Applicants must be able to perform the essential functions in order to be successful in the PTA program.

Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities.

It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone 402-844-7046; email: [complianceofficer@northeast.edu](mailto:complianceofficer@northeast.edu); or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106.

**PHYSICAL STANDARDS** – Sufficient fine and gross motor skills are required to provide safe and effective data collection and physical therapy interventions including:

- Standing, lifting, stooping, reaching, and handling required to position and transfer patients
- Kneeling, squatting, reaching, and handling required to perform assessments and interventions
- Walking, balance, and coordination required to assist and guard while transitioning a patient during ambulatory activities
- Strength to effectively carry out physical therapy interventions
- Fine motor dexterity and coordination to manipulate settings and controls on equipment
- Gross and fine motor dexterity, strength and endurance required to perform life-saving techniques in an emergency situation
- Sitting for extended periods of time

**SENSORY STANDARDS** – Sufficient sensory functions are required to obtain information in the classroom, lab, and clinic to provide safe and effective data collection and physical therapy interventions including:

- Visual acuity to read lecture information and lab equipment

- Visual ability to identify normal and abnormal movement
- Recognize and understand the speech of another person
- Tactile ability to discriminate between normal and abnormal tone, movement, anatomy, and sensation

**COMMUNICATION STANDARDS** – Fluent English reading, listening, and writing comprehension is required for the PTA curriculum. Verbal and non-verbal communication skills are required to safely and effectively instruct caregivers, family members, or the patient on therapeutic activities or treatment plans including:

- Discussing patient information with the physical therapist or other healthcare provider for planning, modifying, or coordinating treatment
- Instructing or motivating patients during exercises or activities
- Reading and writing documentation of treatment, the patient's response to the treatment, and planning how to achieve the goals of the patient's therapy
- Giving full attention to what others are saying, asking appropriate questions, and not interrupting
- Interacting appropriately with others based on age, cognition, and maturity

**COGNITIVE STANDARDS** – Sufficient critical thinking and problem-solving, calculating, reasoning, being able to comprehend and process information in order to make decisions. This includes:

- Ability to prioritize tasks
- Identify changes in patient status and adjust patient goals and interventions appropriately within the plan of care and scope of practice of a PTA
- Understand limitations of knowledge and/or scope of practice in order to provide safe and effective patient care
- Ability to apply knowledge attained in general and technical education courses and apply them to the treatment of a patient
- Problem solves in order to react safely and effectively in an emergent situation
- Collection and interpretation of data
- Self-reflection to identify areas of own professional weaknesses
- Ability to carry out a plan of care established by a physical therapist in a safe and effective manner
- Synthesize information to form conclusions
- Utilize evidence-based medicine to appraise efficacy of interventions

**BEHAVIOR STANDARDS** – Exhibit professional conduct to develop appropriate relationships with patients and others, handle stressful situations, and employ sound judgment including:

- Respect for individual, social, and cultural differences in patients, caregivers, and peers
- Ability to work with patients, families, and other colleagues under stressful conditions
- Comply with confidentiality regulations

- Accept criticism and feedback
- Maintain mature and effective relationships with patients, families, and caregivers
- Appropriately be assertive and able to delegate
- Accountability to actions and outcomes
- Apply professional attributes that include altruism, caring, compassion, integrity, responsibility, continuing competence, duty, PT/PTA collaboration, and social responsibility
- Display organization and time management skills
- Tolerate close physical contact and apply therapeutic touch in a healing manner



# Student Support Services

---

## RESOURCES PROVIDED BY THE PTA PROGRAM

### Open Door Policy

The program encourages an open-door policy in which all students are welcome to discuss professional questions and other concerns which affect academics. If the PTA faculty member is unavailable, the student is encouraged to schedule an appointment at a more convenient time.

### Faculty Office Hours

The PTA program faculty maintain office hours during each semester for students to utilize. Students are encouraged to take advantage of this time to meet with their instructor if they need information or skills explained in more detail. The office hours differ each semester due to faculty teaching loads changing each semester.

### Faculty Contact

The PTA program faculty share their cell phone numbers with PTA students. This contact information is only to be used when the student has a question regarding coursework or course content. The contact information should not be shared with anyone outside of the program. Students should respect the personal time of the faculty. Phone calls should not be made prior to 7:00 a.m. or after 7:00 p.m.

### PTA Laboratories

The PTA program has a designated lab space for all PTA students. The students have 24-hour access to these labs, seven days per week. The computer lab contains updated software to assist students in completing assignments. There is also a printer in this lab. All lab spaces contain equipment that is essential for student learning in a hands-on and group environment. Students should keep these areas clean and safe.

### Refrigerator & Microwave

The PTA program offers several microwaves and refrigerators, so students do not have to leave campus during the day. They are available for student use in each laboratory provided with the following considerations:

- Students do not interrupt class.
- Cleaning of the contents is the responsibility of the students.

## RESOURCES PROVIDED BY NORTHEAST

Many resources are provided to Northeast students at no extra charge. Support services and academic resources can be found at <https://northeast.edu/students>, <https://northeast.edu/support-services>, and in Simple Syllabus in Canvas under Student Rights and Resources.

Additional resources not found at those sites include:

### **General Computer Access**

Computer labs are located throughout campus for general computer and printing use.

### **Veterans Services**

Northeast proudly provides service to our veterans through the Registrar's Office in the College Welcome Center. One full-time staff member and one part-time staff member are available to offer assistance to veteran students enrolled in or wishing to enroll in courses on our campus, online, or at our Extended Campuses. Both staff members are employed by Northeast, not the Department of Veterans' Affairs (VA) and are centered on certifying your coursework with the VA.

Northeast is steadfastly committed to education our great nation's military veterans and their dependents. A dedicated Veteran Lounge provides a comfortable spot for studying or socializing. The Student Veteran Organization (SVO) helps to ease the transition into college-life, as well as provide support opportunities with the community. Northeast also offers college credit for qualifying military experience, based on American Council on Education, (ACE) guidelines.

If you are serving/have served in the United States military or plan to use any military educational benefit. Please contact the Registrar's office – Veteran Services at 402-844-7730 or 402-844-7265.

### **Professional Resources**

American Physical Therapy Association [www.apta.org](http://www.apta.org)

Nebraska Physical Therapy Association [www.npta.org](http://www.npta.org)

### **Career Closet**

The Career Closet is located in the College's Union 73 to offer both business and business casual attire at no cost to students.

### **TRIO**

The TRIO Student Support Services Program at Northeast is an academic assistance program funded through TRIO Grants by the U.S. Department of Education. The program is designed for low-income, first-generation college students, or students with a disability. Learn more about additional support provided to TRIO students, eligibility, services, and individual, personal, and academic support offerings.

TRIO Student Support Services

Phone: 402-844-7736

Email: [TRIO@northeast.edu](mailto:TRIO@northeast.edu)

# Instructional Affairs

---

The PTA program uses various strategies to ensure graduates are successful entry-level PTAs.

## PROGRAM PROGRESSION

Progression will occur in an orderly sequence and guide the student from one level of the program to the next. PTA program courses and skills move from basic to complex.

The following general academic guidelines have been adopted to guide students' progression through the program:

1. The student must earn at least a passing grade of 75% in each course to continue in good academic standing and progress to the next semester.
2. If a student withdraws from the program in good academic standing, during the first semester, they must meet with the program director for advising. If the student wishes to continue in the program, they may defer their position to the next cohort.
3. If a student withdraws from the program in good academic standing, at any time after the first semester, they must meet with the program director for advising. If the student wishes to re-enter the program, they must follow the Re-entry Guidelines and Procedures.
4. If a student is not progressing satisfactorily, the course instructor will schedule an advising session with the student to initiate a Contract for Academic Success. Refer to "Program Retention" guideline.
5. If a student is earning less than 75% in any technical course at midterm, the student will be placed on academic probation by the course instructor. Refer to "Academic Probation" guideline.
6. If a student is earning less than 75% and withdraws from one or more classes in poor academic standing, they must meet with the program director for advising. If the student wishes to re-enter the program, they must follow the Re-entry Guidelines and Procedures.
7. If a student earns less than 75% in any technical course, the student will fail that course and must follow the re-entry guidelines if they wish to re-enter the program. The failed course(s) must be repeated and passed before continuing to the next sequential courses.
8. If a student is re-admitted to the program and a second failure occurs in a class, they will be required to complete the application process and retake all technical coursework if they wish to re-enter the program.
9. If a student fails the third attempt on either Lab Comprehensive Practical, they must meet with the Re-entry Committee to determine if they are allowed to continue in the program.

## PROGRAM RETENTION

The PTA program utilizes various strategies to ensure student success.

### **Contract for Academic/Behavior Success**

At the discretion of the course instructor, a “Contract for Academic/Behavior Success” form (Appendix B) will be completed. This learning contract gives the student the opportunity to reflect on what has worked for them to be successful in the program and what has not. Together with the instructor, goals are developed and a plan to meet those goals is designed.

### **Post-Practical Advising Session**

Following each practical, the instructor will briefly meet with the student to discuss the student’s laboratory performance. Discussion will include the student’s strengths in the practical and areas that need improvement. Suggestions may be given to ensure success on the next practical. If the student should fail that practical, the instructor will discuss why the student failed and offer ideas for remediation.

### **Quiz or Assignment Question Challenge**

Students are given the opportunity to challenge a question that they believe could be correct but was marked wrong. The challenge should be typed and submitted within 48 hours of the document being handed back. The instructor will review the challenge and reserves the right to accept or deny it. The instructor’s decision is final. See specific course syllabi for more information.

### **Exam Question Challenge**

Students are given the opportunity to challenge a question that they believe could be correct but was marked wrong. The challenge should be completed upon submission of the online exam prior to leaving the room, or at a designated time to review a written exam. The instructor will review the challenge and reserves the right to accept or deny it. The instructor’s decision is final. See specific course syllabi for more information.

### **Peer Skills Checkoffs**

To ensure success of the freshman student on laboratory practicals, checkoffs will be completed prior to each practical. The sophomore evaluator is held responsible for knowing the material well enough to check off a classmate. This compels the sophomore to re-visit previously learned concepts and demonstrate a higher level of learning through the assessment of another student’s performance.

### **Building Access**

All PTA students are issued key cards at the beginning of each semester. This allows the student access to the Ag/Allied Health Building and PTA lab space 24 hours/day, seven days/week.

### **Faculty Access**

All PTA students are privy to the PTA faculty’s personal cell phone number. Students may text or call the faculty member between 7:00 a.m. to 7:00 p.m. Students also may access the PTA faculty during open office hours which are posted on the respective faculty member’s office door. If a student is unable to

meet with the faculty member during their office hours, the student may schedule an appointment with the faculty.

### **Grade Access**

PTA students have online access to their grades through Canvas.

### **Lecture/Lab Notes**

Notes for PTA courses will be available for purchase in the college store prior to the first day of class. Notes should NOT be purchased from previous PTA students as class coursework may change each year.

### **Study Groups**

Each student has been assigned to a required study group which will meet twice per week. The purpose of the study groups is to ensure students are studying with different classmates at the College during instructors' work hours.

### **Tutoring**

Peer and professional tutoring are available to all PTA students upon request. Refer to "Resources Provided by the College."

## **GRADING**

### **Grading Scale**

95-100%	A+
90-<95%	A
85-<90%	B+
80-<85%	B
75-<80%	C+
70-<75%	C
65-<70%	D+
60-<65%	D
00-<60%	F

\*Grades are rounded up to the next whole number if .5 or higher is achieved. Students must earn a 75% or higher to pass the course and progress in the program.

## **ASSESSMENT OF STUDENT LEARNING**

Student learning is assessed throughout the program for all components of the curriculum. Both formative and summative assessments are used. Some examples include:

- Lecture Component
  - Homework
  - Discussions
  - Presentations

- Quizzes and examinations
- Role play
- Laboratory Component
  - Homework
  - Demonstration
  - Presentations
  - Practical examinations
- Clinical Component
  - Clinical Performance Instrument (CPI)
  - Clinical assignments

# PTA Program Guidelines and Procedures

---

## GENERAL GUIDELINES AND PROCEDURES

### Informed Consent and Statement of Student Guidelines

Students in the Northeast PTA Program, are required to complete the “Student Informed Consent” form (Appendix C) for the following:

- Laboratory participation
- Key authorization
- Picture/video/virtual recording consent
- Off-campus activity participation
- Release of liability
- Agreement of program guidelines

### Technology

Cell phone/Smart watch – No calls or text messages are allowed during lecture or laboratory. If the student anticipates cell phone usage during lecture or lab, it must be approved by the instructor prior to the beginning of class. Social media – The use of social networking websites such as Facebook, Twitter, Instagram, etc., are not to be used in a way that may be disruptive, offensive to others, harmful to morale, or potentially damaging to the college or PTA program. The intentional use of the internet and the reference of social networking sites are not to be used to access, transmit, post, or process obscene or offensive material, inappropriate text, or files dangerous to the integrity of the college/program. When in doubt, please contact the PTA program faculty. Asking questions and using common sense will help minimize potential problems associated with this technology. We are all responsible for representing the college and PTA program in the best light. Faculty may require students of the program to grant access to view and follow social network profiles if deemed necessary.

Audio/video/virtual recording – Prior to audio/video/virtual recording of an instructor the student must obtain verbal permission. It is the expectation of the program that no recording be uploaded to social media. These tools are to be utilized for educational purposes only.

### Attendance Guideline

Students are expected to be in class, seated, and ready to learn at the designated start time.

#### Excused absence

- Students who are ill and unable to attend class must contact the instructor prior to the start of class. If the instructor is not notified prior to the start of class, it is considered an unexcused absence.
- Northeast Campus Alert system is available to all students. This will inform the student of emergency situations. This can be accessed on the Northeast website under “Student” tab.

- In case of inclement weather, the college may close or start at a later time. The student should listen to the local radio stations or access the college website ([www.northeast.edu](http://www.northeast.edu)) for announcements of college closings. The Norfolk radio stations are as follows: WJAG-AM 780, KEXL-FM 106.7, KUSO-FM 92.7, and KNEN-FM 94.7. If in-person classes are cancelled, you will be notified of the instructional continuity plan for the course in Canvas.
- If inclement weather occurs during a clinical affiliation, the student should call the clinical instructor for specific instruction. If the student does not attend clinical, the Academic Coordinator of Clinical Education (ACCE) should be notified.

#### Excused tardy

1. Students must call or text their instructor if they know they are going to be late for class. However, this should not become a habit. Therefore, no more than three excused tardies will be allowed per semester.
2. The first excused tardy will result in a conversation between the student and course instructor.
3. A second excused tardy will result in an advising session between the student and the class instructor. They will review the situation and a “Contract for Academic/Behavioral Success” form (Appendix B) will be completed in an attempt to avoid a third excused tardy.
4. If a third excused tardy occurs, the student will be placed on behavioral probation.
5. If a student has more than three excused tardies, it will result in the student meeting with the Re-entry Committee to determine if they are allowed to progress in the program.

#### Unexcused absence

The PTA program is preparing students to enter a professional career. Therefore, unexcused absences will not be tolerated. If a quiz or exam is given during the unexcused absence, the student will receive a “0” grade and not have the opportunity to make it up.

- An unexcused absence may include:
    - Being tardy by 15 minutes or more.
    - Not notifying the appropriate instructor prior to the beginning of class.
1. One unexcused absence will result in an advising session between the student and the class instructor. They will review the situation and a “Contract for Academic/Behavioral Success” form (Appendix B) will be completed in an attempt to avoid a second unexcused absence.
  2. A second unexcused absence will result in the student being placed on behavioral probation.
  3. If the student acquires a third unexcused absence, they must meet with the Re-entry Committee to determine if they are allowed to progress in the program.

#### Unexcused tardy

If a student is less than 15 minutes late for class, and does not contact the instructor, this will result in an unexcused tardy. If a quiz or exam is given during the unexcused tardy, the student will receive a “0” grade and not have the opportunity to make it up.



1. One unexcused tardy will result in an advising session between the student and the class instructor. They will review the situation and a “Contract for Academic/Behavioral Success” form (Appendix B) will be completed in an attempt to avoid a second unexcused tardy.
2. A second unexcused tardy will result in the student being placed on behavioral probation.
3. If the student acquires a third unexcused tardy, they must meet with the Re-entry Committee to determine if they are allowed to progress in the program.

#### Return to program after injury or extended illness

- During the clinical affiliations, the student is required to share all health/illness information with the clinical instructor and ACCE that may influence the student’s ability and/or patient safety.
- If a student is absent for three or more consecutive days due to illness, they must provide a written statement from a physician that they are capable of returning to the classroom/clinic.
- If a student sustains an injury that may affect their performance in the classroom/clinic, they must provide a written statement from a physician that they are capable of participating in the classroom/clinic.

### Study Groups

The Study Group Schedule will be given to the student in advance. The student listed in bold will be that group’s leader. The role of the leader is to make sure the group stays on task and that studying remains serious and appropriate. Each student will be given three excused absences for the semester to use if they choose not to, or are unable to, attend a study session. If a student is not going to attend the study session, they must notify the instructor who will track their attendance. The Attendance Guideline for an unexcused absence will be followed if a student has more than three absences. All study groups will meet during a time specified. Instructors will be available to the students for questions.

### Student Dress Code Guidelines

It is important that the student portrays a professional image to those with whom they come into contact. Inappropriate dress and grooming detract from the patient’s confidence and the quality of care. Appropriate attire allows for a positive representation of Northeast Community College and the PTA program. The dress code applies to the following: field trips, service-learning projects, observation, presentations, guest lecturers, guest patients, clinical affiliations, and practical examinations.

1. Violation of the student dress code guideline will result in an advising session between the student and the class instructor. They will review the situation and a “Contract for Academic/Behavioral Success” form (Appendix B) will be completed in an attempt to avoid a second violation.
2. If a second violation occurs, the student will be placed on behavioral probation. It will be at the discretion of the faculty or clinical instructor to send the student home.
3. If the student acquires a third violation, they must meet with the Re-entry Committee to determine if they are allowed to progress in the program.

#### Required attire

- Name tags for clinical affiliations will be provided by the PTA program. If the student's name tag is lost, another will be provided at the student's cost.
- Black, navy or khaki pants which must sufficiently cover the buttock region in all positions, including squatting and bending over.
- Clean tennis shoes or dress shoes
- Polo, button up shirt, or dress shirt
- Watch with secondhand display or digital read out
- Conservative swimwear may be required in clinical facilities with therapeutic pool programs.

#### Professional appearance

- Wedding bands
- Single or double stud ear piercing
- Nails must be kept cut at a safe length for providing physical therapy interventions.
- Hair at shoulder length is acceptable; if longer it needs to be tied back or put up. Hair should be a natural color, clean, and well groomed. Facial hair must be neatly trimmed to <1 inch and maintained.
- Makeup should be used in good judgment.
- Clean, odorless, and healthy personal hygiene practice

#### Unprofessional appearance

- T-shirts, sleeveless shirts, or tank tops
- Capris, shorts, or mini skirts
- Denim jeans of any color
- See through or excessively tight material
- Tops with exposed shoulders, exposed midriff or plunging necklines
- Sandals, open toe shoes, or shoes without the heel covered
- Scrubs
- Dangling, hoop, or multiple earrings
- Visible body art or body modifications (e.g., piercings other than earlobes, earlobe stretching, scarification, etc.)
- Nail polish and artificial nails
- Obscene perfumes or colognes
- Cigarette smoke or offensive body odor

### **Substance Abuse**

Substance abuse is defined as any chemical agent, which can impair the student's mental status and reasoning ability without regard to whether the substance is legal, illegal, or a prescribed medication.

- It is unlawful to possess, use and distribute illicit drugs on Northeast property, hospital/clinic property, or at any college sponsored event whether or not the event occurs on campus.
- Any student who has medication prescribed which may alter their mental status and reasoning ability, must notify the PTA faculty, course instructor and/or clinical instructor. The student

must provide a written statement from the prescribing physician releasing them to perform duties expected of a student PTA.

- Drug and alcohol violations are outlined in the Drug and Alcohol Policy on the Northeast website. The Director of Student Conduct will be notified of any violations by students.
- Northeast is a tobacco free campus, which means no tobacco products, including smoking, chewing, or vaping products, are permitted in campus buildings or on campus property.

## **Student Records**

Northeast Community College complies with all federal, state, and local laws which relate to student records including the Family Educational Rights and Privacy Act (FERPA) and pursuant regulations.

The College Registrar through the Vice President of Student Services is responsible for maintaining and controlling all students' educational records.

Students have the right to inspect their educational records. The College will not withhold a student's record from a student who has properly requested information under the conditions described in the college policy and present valid identification.

For additional information regarding students' rights and freedoms, refer to the Student Code of Conduct section of the Northeast Community College [Student Handbook webpage](#). To obtain a complete copy of the college's guideline governing educational records, contact the Vice President of Student Services.

## **Employment during the Program**

Balancing program requirements with employment

- Students may be employed while being a student in the program.
- Employment in an excess of 10-15 hours a week is not recommended.
- If the PTA program faculty feel that a student's employment is adversely affecting the student's performance, the student will be advised to decrease hours worked per week or discontinue employment in an effort to allow the student to concentrate on successful academic progress.

Physical therapy technician/aide

- Employment within the professional areas being studied will not be considered as program clinical time.
- Students employed in physical therapy departments and clinics as a physical therapy aide must not represent themselves as a student in the Northeast Community College PTA program. If this occurs, the student will be placed on behavioral probation.
- While working at an outside place of employment, students are not covered by Northeast Community College Liability Policy or their individual student professional liability insurance.

## Extracurricular Activities during the Program

Due to the rigors of the program and to ensure success in the PTA program, it is recommended that minimal extracurricular activities in the sophomore year be performed. If the PTA program faculty feel that a student's extracurricular activities are adversely affecting the student's performance, the student will be advised to decrease activities per week or discontinue all activities.

## Professional Opportunities

Students are encouraged to commit to lifelong learning.

**National level organizations** - American Physical Therapy Association (APTA): Students are strongly encouraged to join the professional organization representing physical therapy. A yearly membership entitles the student to the benefits of the association.

**State level organizations** - Nebraska Physical Therapy Association (NPTA): A yearly membership to the APTA automatically includes membership to the NPTA.

**College level organizations** - PTA Student Organization: This organization operates under the general bylaws and in accordance with the Northeast Student Activities Council. The PTA Student Organization's mission is to support professional involvement. These activities involve leadership, professional development, community service, and service-learning projects.

**Professional functions** - Professional functions include networking with PTs and PTAs or attending a continuing education course. Examples of professional functions include attending the Nebraska Physical Therapy Association state meeting or any physical therapy continuing education seminar. Students are encouraged to attend at least one professional function throughout the sophomore year. The cost of this function is the responsibility of the student. However, fundraising opportunities are available through the student organization.

## ACADEMIC GUIDELINES AND PROCEDURES

### Examinations

- Students are to complete on-line, written, and practical examinations at the scheduled times.
- If a student knows in advance that an examination will be missed, they will be expected to make arrangements in advance of the exam with the instructor to make it up.
- If a student misses an examination due to an unexcused absence, they will receive a "0" grade.
- Any academic integrity violation will result in behavioral probation. Additionally, the student will receive a "0" grade on the exam and must complete the Academic Integrity Form per the Northeast Student Code of Conduct.

Instructors spend many hours writing exams. The faculty take exam security seriously; therefore, these guidelines are to be followed during online exams:

- All tablets will be flat on the table during the exam.

- No cell phones are allowed at any time while the exam is open online. This includes after submission of the exam.
- No student is allowed to leave while the exam is open online. This includes bathroom breaks so please plan accordingly.
- Each student will be given a blank piece of paper to make notes on during the exam. This sheet of paper will also be used by students to write their challenges on. All pieces of paper used during the exam, whether the student challenges a question or not, will be turned into the instructor prior to leaving the classroom.
- Students are only allowed to have the exam active on the tablet during the exam. All other applications must be shut down. All passcodes must be removed from each tablet during the exam. If a tablet times out during the exam, students need to be able to get back into the exam without disrupting a classmate for the code.
- No talking is allowed at any time while the exam is open online. This includes when a student has completed their exam.
- If a student is going to challenge a question, the lecture notes or textbooks are not allowed to be brought out or opened until all students have completed the exam. If a student is finished before the others, they will close the tablet and sit quietly until they are told they may begin writing the challenges.
- If a student has a question during the exam, they should raise their hand and the instructor will go to them to answer the question.
- Absolutely no screen shots of the exam are allowed. If a student is found to have taken screen shots of the exam, they will be dismissed from the program.
- All watches must be removed and placed inside the student's backpack while taking examinations.

## **Quizzes**

- Students are required to complete each quiz at the time it is administered.
- If a student knows in advanced that a quiz will be missed, they will be expected to make arrangements in advance of the quiz with the instructor to make it up.
- If a student misses a quiz due to an unexcused absence, they will receive a "0" grade.
- All watches must be removed and placed inside the student's backpack while taking quizzes.
- An academic integrity violation will result in behavioral probation, the student will receive a "0" grade on the quiz and will complete the Academic Integrity form per the Northeast Student Code of Conduct.

## **Assignments**

- All assignments are due at the specified time.
- Any assignment turned in late will result in a "0" grade and may not be formally graded.
- Students handing an assignment into the instructor's mailbox should have it time & date stamped by another PTA faculty or staff to ensure an on-time submission.

- If a student has an excused absence on the date that the assignment is due, the assignment is due when the student returns.
- If a student has an unexcused absence on the date that the assignment is due, the student will receive a “0” grade; however, the assignment must still be submitted. It may not be formally graded.
- All assignments must be completed in their entirety and at a satisfactory level. Request to re-do the assignment is at the discretion of the instructor. The initial grade will be the one recorded.
- Additional assignments are at the discretion of the instructor.
- An academic integrity violation will result in behavioral probation and the student will receive a “0” grade on the assignment and will complete the Academic Integrity form per the Northeast Student Code of Conduct.

## Peer Skills Checkoffs

Students that do not have their checkoffs completed prior to the designated practicals will be required to take the practical, and the final grade will be reduced by 10% each day until checkoffs are complete.

## Practical Assessment Grading

The student will be graded on their technique according to the following rubric:

Condition	Grade
The student will perform each of the following: <ul style="list-style-type: none"> <li>• Excellent technique</li> <li>• No cues</li> <li>• No hesitation</li> <li>• No instructor guidance</li> </ul>	3
The student will perform the following: <ul style="list-style-type: none"> <li>• Good technique OR</li> <li>• One cue OR</li> <li>• Look for reinforcement or guidance from the instructor OR</li> <li>• Distracting hesitation</li> </ul>	2
The student will perform: <ul style="list-style-type: none"> <li>• If two or more of the following:               <ul style="list-style-type: none"> <li>○ One cue</li> <li>○ Prolonged hesitation</li> <li>○ Reinforcement or clarification from instructor</li> <li>○ Good technique</li> </ul> </li> <li>• Two cues</li> <li>• Fair technique</li> </ul>	1
Student: <ul style="list-style-type: none"> <li>• Is unable to perform the skill after receiving more than two cues</li> <li>• Breaches critical safety skill after receiving a cue OR</li> <li>• Declines to attempt skill/scenario</li> </ul>	0

Definitions:

1. A cue is defined as an action or verbal statement, unprompted by the student, to inform the student that a component of the skill has been forgotten or performed incorrectly.
2. Reinforcement or guidance is defined as an action or verbal statement, prompted by the student, looking for clarification or approval from the instructor.

## Practical Assessment: Skills Based

The student must perform physical therapy skills in the laboratory to competency. The student will be given a maximum of three attempts to pass a laboratory practical.

A student will fail a skills laboratory practical if:

- there is a breach in safety, critical safety skill area (Appendix D), or Standards of Ethical Conduct (Appendix E).
- the student receives a zero on a skill.
- the student is unable to complete practical in the allotted time period.

First attempt:

- The course instructor will be present and assign the practical grade.

- If any skill(s) is/are failed, the instructor will inform the student in general what to expect on the second attempt.

Second attempt:

- The course instructor and one additional PTA faculty member will be present.
- Only the failed skills are performed on the second attempt. It is at the instructor's discretion to require the student to perform additional skills to ensure competency.
- If the second attempt is passed, 5% will be deducted from the original score received on the first attempt and this will be the grade issued.
- In order for the student to fail, the two evaluators must agree that the student failed the skills practical.

Third attempt:

- The course instructor and two additional PTA faculty members will be present.
- Only the failed skills are performed on the third attempt. It is at the instructor's discretion to require the student to perform additional skills to ensure competency.
- If the third attempt is passed, 10% will be deducted from the original score received on the first attempt and this will be the grade issued.
- In order for the student to fail, all three evaluators must agree unanimously that the student failed the skills practical.
- If the third attempt is failed, the student's original grade will be deducted by 15%.

### **Practical Assessment: Scenario Based**

The student must perform physical therapy skills in the laboratory to competency. The student will be given a maximum of three attempts to pass the laboratory practical.

A student may fail a scenario laboratory practical if:

- there is a breach in safety, critical safety skill area (see Appendix D) or Standards of Ethical Conduct (see Appendix E).
- a zero is received on a skill.
- it is not completed in the allotted time.
- the score is less than 75%.

First attempt:

- The course instructor will be present and assign the practical grade.
- If a student should fail during the practical, the practical will end at that point. The instructor will inform the student in general what to expect on the second attempt. This may include a different case scenario.

Second attempt:

- The course instructor and one additional PTA faculty member will be present.



- If the second attempt is passed, the highest grade the student will receive is 75% and is lowered according to the points awarded on the rubric.
- In order for the student to fail, the two evaluators must agree that the student failed the scenario practical.

#### Third attempt:

- The course instructor and the two additional PTA faculty members will be present.
- If the third attempt is passed, the highest grade the student will receive is 70% and is lowered according to the points awarded on the rubric.
- In order for the student to fail, all three evaluators must agree unanimously that the student failed the scenario practical.
- Regardless of the student's performance, the student is required to complete the entire scenario during the third attempt. If the third attempt is failed, the highest grade the student will receive a 65% and is lowered according to the points awarded on the rubric.

#### Documentation:

- Students may be required to document the intervention following a scenario-based practical.
- The course instructor will assign the format of documentation required by the student.
- The documentation will be graded according to the rubric below. If the documentation is failed, the student will be required to rewrite the note to a level of competency. This will not change the initial grade issued for the documentation.
- Documentation should include, but is not limited to, each of the following:
  - Date
  - Time in/out
  - Total treatment time
  - Patient name
  - Subjective information
  - Objective information
    - Justification line
    - Parameters
  - Assessment information
  - Plan information
    - Progression/regression information
  - Signature
  - Written in nonerasable black or blue ink
  - Appropriate correction of errors
  - Appropriate lines drawn through empty space

## Program Comprehensive Practical Assessments

The purpose of the comprehensive practical assessments is to ensure that the student is safe and competent in all skills prior to advancing to the clinical affiliations. A comprehensive practical assessment will be given at the end of each semester during the sophomore year.

- All technical lab courses completed by the student will be assessed. Skills from each technical course will be graded by the respective course(s) instructor.
- Based on each individual student's previous performance, a set of skills/protocols will be assigned by the instructor to ensure the student is adequately prepared for patient care.
- The "Program Comprehensive Practical Assessment Skills List" may be found in Appendix A.
- The practical assessment grading rubric will be used to assess the student and the grade given will be pass or fail. Skills performed at a grade 1-3 on the rubric will be considered passed and skills performed at a grade 0 will be considered failed. See Practical Assessment Grading for rubric details.

First attempt:

- The PTA program faculty will be present.
- In order for the student to fail, the student must earn a grade "0" on the skill according to the student's performance, as graded by the instructor of the technical course.
- If a student fails any skill, the instructors will inform the student what to expect in general on the second attempt. To ensure competency, the student will be tested on any skill listed in the class(es) in which the original skill was failed.

Second attempt:

- The PTA program faculty will be present, and all will have input on the pass or fail grade.
- In order for the student to fail, the student must earn a grade 0 on the skill. In order to do this, all three evaluators must unanimously agree to award a 0 according to the student's performance.
- If a student fails the second attempt, they will be required to meet with faculty, remediate the failed course(s) content, and test a third time.
- If the student fails the third attempt, they will be required to meet with the Re-entry Committee.

## LABORATORY GUIDELINES AND PROCEDURES

### Laboratory Safety

- No PTA student will use a modality, machine, etc. without being taught how to use it and without permission from the PTA faculty.
- The lab is strictly designated for PTA students only.
  - Examples include, but are not limited to roommates, significant others, kids, etc.

- Absolutely no PTA student will perform a treatment on anyone other than a PTA student when an instructor is not present. Noncompliance with this rule will result in an immediate dismissal from the PTA program.
- Students should report any defects of a machine to a PTA faculty member. Students should not attempt to fix it.
- If a student suspects or knows they are pregnant, they must inform the PTA faculty. Throughout the program there may be treatment/skills that are contraindicated for pregnancy.
- Students are required to role play a patient during lab practice and practical. As a patient and therapist, professional behavior will be maintained at all times to avoid injury.
- Students will be required to sign a consent form stating they understand the risks involved in being a patient. (Appendix C)

### **Laboratory Guidelines**

- PTA students will maintain professional behavior in lab at all times. Any violation of professional behavior will result in an advising session with the instructor. (See Behavioral Probation under Disciplinary Procedures)
- Freshmen and sophomore PTA students share the lab space.
  - Out of respect for classmates this space is to be used for quiet studying.
  - The classroom and laboratory space should be left clean and organized at all times.
- Mats/treatment tables are to be wiped with disinfectant.
- All clean linen should be neatly folded and put away.
  - Dirty laundry is to be placed in laundry bags.
  - Dirty linens should be replaced as needed.
- All trash must be disposed of properly. It is at the discretion of the faculty to implement more specific rules as needed.
- All equipment used should be placed in its storage area and ready for the next PTA student's use.
- Care should be taken to avoid punctures or tears on the vinyl of the treatment and mat tables. Writing utensils can puncture paper and cause damage.
- Students will be allowed to practice in the laboratory outside of normal lab time.
  - A PTA student enrolled in the PTA program will be issued a key card that allows entrance into the Agriculture/Allied Health Building and the PTA laboratories.
  - Return damaged or malfunctioning keycards to PTA staff. A replacement keycard will be arranged at no cost to the student.
  - Any key card that is lost or misplaced must be reported immediately to the PTA program director.
  - If a key card or mailbox key is lost, the student will be assessed Northeast Community College's replacement costs. There may be additional charges assessed for the replacement of the entrance door locks. All fees must be paid in full prior to graduation.
  - The Agriculture/Allied Health Building is accessible 24/7 to PTA students only. Other students are not permitted inside the building outside of normal business hours. If this

- privilege is abused, access beyond regular hours will be denied. For security purposes when a key card is scanned, it identifies who is entering the building.
- All safety guidelines and procedures apply outside of normal lab and lecture time.
  - Students must complete an “Equipment Check-Out form” if they wish to check out a piece of equipment from the lab. Any equipment checked out must first be approved by a PTA program faculty member. If the equipment is not returned or is returned defective, the student will be required to pay the replacement or repair cost.

## Laboratory Attire

Students will be required to wear appropriate attire for laboratory classes, which includes shorts, t-shirts, athletic shoes, and appropriate foundation garments (i.e. sports bras, briefs). Spandex® or similarly made shorts are required under running shorts, but not acceptable as exterior attire.

Each laboratory instructor will use discretion and require the student to change or wear a patient gown if the attire is unacceptable. Inappropriate attire includes, but is not limited to:

- Leggings or yoga pants
- Jeans
- Capris
- Running shorts without spandex
- Non-sports bras or any undergarments worn as exterior attire

## CLINICAL GUIDELINES AND PROCEDURES

As a part of the PTA program of study, students enroll in three clinical affiliation courses. The three clinical affiliations are designed to move students from beginning performance to entry-level performance and ensure that graduates are prepared to enter the career field.

### Clinical Placement

Clinical placement is designated to expose the student to as many areas of physical therapy practice as possible, and thereby facilitate the attainment of the basic skills needed for the daily practice of physical therapy as a PTA. The program’s clinical instructors provide their time and talents voluntarily and deserve cooperation and respect.

**Guidelines** – Students are given an opportunity to provide input prior to the placement decision being made.

- Students should not choose a site where they have been employed.
- Individual site preference may be considered, but clinical site placement remains solely at the discretion of the Academic Coordinator of Clinical Education (ACCE).
- Students must complete two of three clinical affiliations in two different cities.
- An acute care facility or a long-term care facility AND a rural setting are required for two of the clinical affiliations. The student should choose the remaining setting based on individual interest area.

- If a student is failing prior to PTAS Clinical Affiliation I, or if the faculty have concerns regarding a student's academic or behavior performance, the student will be required to complete a Release of Information form. The ACCE will contact the student's clinical instructor and discuss areas of concern and required supervision of the student. The ACCE will not share grades or GPA information with the clinical instructor. If a student does not complete the Release of Information form, they will not be allowed to complete the clinical.

**Procedure** – The following placement procedures will be followed:

- Under no circumstances will a student be allowed to make initial contact with a clinical site. If a student contacts a clinical site without the ACCE's permission, the student will be placed on behavioral probation.
- Initial contact with the clinical site will be made by or under the direction of the ACCE at least 60 days prior to the scheduled affiliation.
- Students will contact the clinical instructor at least 30 days before the affiliation.
- The ACCE will confirm all commitments by clinical sites for the upcoming affiliation at least 60 days in advance.
- A student may request a change in clinical site placement if an alternate site is available. A request for change must be made at least 60 days prior to the starting date of the clinical affiliation. Approval of such requests must be made by the ACCE. Due to the time, effort and preparation required of a clinical site to prepare for a student, no request for change by a student less than 60 days prior will be approved. Certain exceptions may be accepted for review by the ACCE and program director. Proper documentation such as a physician note may be required.

#### **New clinical sites**

- There will be no new clinical sites accepted for PTAS 2700 Clinical Affiliation I. The student must select sites from the site list provided by the ACCE.
- New sites will only be allowed for Clinical Affiliations II and III occurring during the summer months.
- A student wishing to affiliate with a new clinical site must meet with the ACCE to discuss the potential new site by November 1.
- A total of three new out-of-state sites for Clinical Affiliations II and III will be allowed per sophomore class.

#### **Clinical Attendance**

- Students are expected to attend each day of clinical as assigned by their clinical instructor. Students are required to attend 40 hours per week of clinical education during the affiliation.
- Students who are ill or unable to report for their clinical must notify the clinical instructor AND the ACCE.
  - The ACCE or clinical instructor reserves the right to request documentation from a physician regarding any illness.
  - A release to return to clinical is required for any illness lasting three days or more.

- Failure to notify the clinical instructor and ACCE prior to the beginning of the day will result in an unexcused absence.
- If inclement weather occurs during the clinical affiliation, the student must call the clinical instructor for specific instruction. If the student does not attend clinical, they should notify the ACCE.
- Absences will be made up at the discretion of the clinical instructor and the ACCE.
- In the event of injury or illness occurring during an affiliation, the student is responsible for payment of medical services rendered.

## Requirements for Clinicals

CastleBranch provides background screening and web-based compliance tracking including background checks, drug testing, immunization and record tracking, and document management. This information and the documents are stored online for students to access any time; even after they have graduated from the program. Students, whether current or past, may access the information they have uploaded to CastleBranch. Log-in information will be given to students in the freshmen semester of the program. The following items are required to be completed and uploaded to the CastleBranch site. **Failure to upload the required information and documents by the assigned deadlines will result in the student being unable to complete the first clinical affiliation.**

**Medical requirements** – The PTA program requires a physical to be completed during the sophomore year. The PTA program requires that all vaccinations are up to date and include but are not limited to: Hepatitis B vaccination and titer, influenza vaccination, varicella titer, and tuberculosis testing (Mantoux). The student should initiate the Hepatitis B series during the freshman year. If a student is in-series, or is a non-responder, they will be required to sign an informed consent form in order to complete each clinical affiliation.

If a site mandates additional vaccines or requirements(eg. testing, masking, PPE, etc), the student is personally and financially responsible for complying with each site’s protocol. Students are required to meet individually with the ACCE prior to choosing sites to ensure students can make informed decisions.

**CPR certification** – Each PTA student is required to obtain and maintain current CPR certification through the American Heart Association Basic Life Support Healthcare Provider or American Red Cross Healthcare Provider prior to November 1 of the sophomore year.

**Professional liability insurance** – Each PTA student has “blanket coverage” as provided by the college’s professional liability policy. In addition, each student is required to purchase liability insurance. The cost of the insurance is not included in the tuition or fees and is the student’s responsibility (coverage includes \$2,000,000 per occurrence or \$4,000,000 aggregate). The student is responsible for purchasing student professional liability insurance. Additional information will be provided by the ACCE.

**Background check** – Each PTA student will be required to undergo a criminal background check which reviews social security alert, residency history, criminal records, and a nationwide healthcare fraud and abuse scan, and must pass Nebraska Adult and Child Abuse History Clearance. Clinical sites have the right to deny a student with a criminal background history. Any criminal history worse than a misdemeanor, will be shared with the clinical site prior to the site confirming they will take the student.

**Randomized drug test** – All PTA students will submit to a random ten-panel urine drug test. The Director of Student Conduct will be notified of any positive results. The student will be required to submit an additional drug test that must be negative prior to participating in any clinical affiliation. In addition, the student must complete any assigned disciplinary sanctions as outlined in the Drug and Alcohol Policy on the Northeast Website.

**Health Information Portability and Accountability Act (HIPAA) certification** – PTA students will receive HIPAA training in the sophomore fall semester in PTAS 2620 Clinical Management.

## **Confidentiality**

It is illegal to share information with other individuals regarding patient/client, facilities, clinical instructors, and classmates. Students are expected to maintain strict confidentiality with respect to all clinical sites, records, and patient information. The Program will provide HIPAA training prior to Clinical Affiliation I. Violation of this policy will result in dismissal from the PTA program.

## **Patient/Client Safety**

A PTA student may refuse to carry out treatment procedures that they believe not to be in the best interest of the patient. The student should clarify their reasons with the clinical instructor and if upon discussion, the issue is not resolved, the ACCE should be contacted. Communication regarding patient/client safety with the clinical instructor and/or ACCE will not alter the student's grade.

## **Inherent Risks**

- Interactions with patients/clients in the healthcare system carry inherent risks to both the client and the healthcare provider, including, but not limited to, communicable diseases.
  - In the curriculum, students will be given information regarding known risks for various diseases and provided with skills to implement precautions appropriate to these risks.
  - In the curriculum, students will demonstrate competency in the use of standard precautions and personal protective equipment.
- All students will be expected to provide appropriate care to all patients/clients assigned to them in any healthcare setting.
- If a student suspects or knows they are pregnant, they should inform the clinical instructor and PTA faculty. Some treatments or exposure to different pathologies may be contraindicated.
- The student is responsible for the cost of any emergency services provided during any off-campus educational experience.

## **Transportation and Housing**

Students are responsible for transportation and related costs to and from the clinical site. Students should remember that during the winter months, travel may be treacherous and should have a plan in case the weather would take a turn for the worse.

Students that utilize housing offered by the clinical site will take responsibility for the condition of the place of residence prior to leaving. The place of residence will be cleaned. All used bedding and towels will be laundered, and any other requirements completed as set forth by the clinical site.

Many sites do not offer housing to students. Students are responsible for finding their own housing while on clinical rotations. All housing costs are the responsibility of the student. Students are not permitted to live out of their vehicle.

## **Current Skill Acquisition**

### PTAS 2700 Clinical Affiliation I

The PTA student's current academic level includes:

#### Basic patient skills:

- Basic exercise, stretching, ROM, manual resistance
- Gait training
- Modalities
- Massage
- Documentation & billing
- Goniometry & MMT of the lower extremity, shoulder, neck and spine
- Lower extremity & spine orthopedic interventions

#### Pathology

- Wound care
- Cardiopulmonary disorders and rehabilitation
- Disorders of the musculoskeletal, neurologic, metabolic, endocrine, gastrointestinal, urinary systems
- Oncology rehabilitation
- Mental health disorders

#### Neurologic Rehabilitation

- Tests and measures (superficial, deep, and cortical sensation, myotome, cranial nerve, and DTR testing, and introduction to nerve slides)
- Neuromuscular facilitation techniques
- Balance and coordination assessment
  - a. Motor control, learning, and development
  - b. Vestibular rehabilitation

The PTA student's current academic level DOES NOT include:

1. CVA, TBI, and SCI rehabilitation
2. Pediatric rehabilitation
3. Amputee rehabilitation
4. Goniometry & MMT of elbow, wrist and hand
5. Elbow, wrist and hand orthopedic interventions

### PTAS 2800 Clinical Affiliation II and PTAS 2900 Clinical Affiliation III

The PTA students have received all formal didactic instruction.



## **Performance Assessment**

The Clinical Performance Instrument (CPI) will be used to assess the performance of the student in the clinical setting. The following procedures will be utilized in assessing performance:

- Each student and clinical faculty will be required to complete the free online CPI training through the APTA. The information to access the CPI will be provided by the ACCE.
- During each clinical affiliation, the student will be required to complete the CPI as a self-assessment. This will be compared to the clinical instructor's completed CPI of the student.
- Mid-term and final assessments will be completed.
- At mid-term of the clinical affiliation, if a student is performing poorly, they will receive an unsatisfactory in the specific competency as designated by the CPI.
  - Specific written objectives for that student to demonstrate improvement by the conclusion of the clinical affiliation will be formulated by the clinical instructor.
  - The student should understand that unsatisfactory performance on the mid-term evaluation is serious, and improvement is expected by the end of the clinical affiliation.
- A site visit or Zoom conference/email with the clinical instructor and student will be performed by the ACCE.
- The ACCE will assign the grade for each clinical affiliation with input from the clinical instructor.

## **Clinical Progression**

Progression through the program with regard to clinical affiliation depends on the following:

- The student must complete each of the three clinical affiliations with a passing grade as assigned by the ACCE.
- The student must meet the clinical objectives for each clinical affiliation as stated in the syllabi.
- If a clinical is failed, the student will not progress to the next clinical. The student will be required to meet with the Re-entry Committee.

## **Clinical Agreement**

Students hold certain responsibilities while completing their clinical affiliations. See Appendix F for details.

# Student Conduct and Grievance Procedure

---

## STUDENT RIGHTS

The PTA program will follow the Student Rights and Freedoms as published on the Northeast Community College website. <https://northeast.edu/student-Rights-and-Responsibilities/ferpa>

## STUDENT CODE OF CONDUCT

PTA students are expected to conduct themselves in a mature and responsible manner in all academic and clinical settings. Academic integrity is required at all times. Students are expected to adhere to the Northeast Student Code of Conduct. The Student Code of Conduct is located on the [Student Handbook webpage](https://northeast.edu/student-handbook), <https://northeast.edu/student-handbook>, under Academic Resources.

## UNPROFESSIONAL CONDUCT

Civility and respect for the opinions of others is very important in an academic environment. At times a student may not agree with everything that is said or discussed. Courteous professional behavior, responses, and language (no profanity or slang) are expected in the education environment. The student will demonstrate professionalism and safe practice at all times. Engaging in unprofessional conduct is grounds for dismissal from the Program. Unprofessional conduct can include, but is not limited to:

- Attendance issues
- Late/incomplete assignments and unacceptable assignments
- Mistreatment of program equipment
- Disruption or interference with activities of students of the educational atmosphere
  - public display of affection
  - cursing
  - being loud during study sessions or in the hallway
  - bouncing balls or throwing/shooting objects inside educational buildings
- Unprofessional or disrespectful behavior toward PTA faculty, students, or staff
- Violation of common protocol for transmissible diseases
- Any other behavior that makes faculty, students, or staff uncomfortable

## DISCIPLINARY PROCEDURES

### Advising Session

An advising session is designed to be a conversation between the student and the PTA faculty in regard to any areas of concern either behavioral or academic performance related. A student will be required to attend an advising session for the first incident of unprofessional conduct or academic performance. This advising session will result in the student being placed on a Contract for Academic/Behavioral

Success. The discussion will be documented, and a copy given to the student. Resources will be utilized as needed to improve the grade/behavior.

## **Probation**

Probation is a procedure that details a specific plan of action to ensure the success of the student. It will not be a part of the student's permanent Northeast Community College's record. Requirements and length of probation will be outlined on the Probation Statement (Appendix G). Failure to comply with probation requirements will result in dismissal from the Program.

Academic: A student will be placed on academic probation if the student is:

- Failing at midterm or at any point after.
- Not meeting the requirements as outlined on the Contract for Academic/Behavioral Success form.

Behavioral: A student will be placed on behavioral probation if the student is:

- Not meeting the requirements as outlined on the Contract for Academic/Behavioral Success form.
- A violation of academic integrity

## **STUDENT DISMISSAL FROM PROGRAM**

### **Grounds for Dismissal**

In addition to any other grounds for dismissal set forth in this Handbook, the following behaviors will result in dismissal from the PTA program.

- Engagement in any practice in the clinical setting beyond the scope of duties permitted as a PTA student
- Violation of the Standards of Ethical Conduct outlined in Appendix E
- Inappropriate conduct during clinical or in the classroom/laboratory, including intentional obstruction or disruption of instruction
- Personal habits or actions that interfere with being a safe practitioner
- Inappropriate behavior which includes, but is not limited to, rudeness, insubordination, unprofessional behavior or discourteous treatment of patient, clinical/program staff, or clinical/program instructor
- Failure to abide by the Nebraska Physical Therapy Practice Act
- Theft of or intentional damage to the property belonging to the college, program, or clinical site
- Failure to comply with guidelines and procedures of affiliate hospital or clinic which will result in termination from the clinical experience
- Refusal to submit to a drug or alcohol test or testing positive to a drug test
- Failure to preserve the privacy (HIPAA), dignity and safety of patients, patient's families, students, academic and clinical faculty, practitioners, and support staff
- Conviction of a felony while being a student PTA

- Violation of the Northeast Community College Student Code of Conduct
- Failing to meet the academic standards of the Program, including:
  - Receiving a failing final grade in one or more PTA courses

## **RE-ENTRY COMMITTEE GUIDELINES AND PROCEDURES**

Upon receiving the decision of a dismissal from the Program, a student has a right to appeal the decision within three (3) business days. An appeal will be heard by the Re-entry Committee by following the procedure set forth in this Handbook. The purpose of the Re-entry Committee is to review each case on an individual basis and remain impartial while hearing the student's testimony and academic plan. After deliberation, the Committee will make a decision based on the facts presented. Re-entry into the program is not guaranteed. A student is allowed only one opportunity for re-entry and it must occur with the next cohort.

Decisions made by the committee include, but are not limited to:

- Re-entry into the program with an academic plan and/or period of probation.
- Continue in the program with an academic plan and/or period of probation.
- Dismissal from the program with possibility of re-entry with the next cohort.
- Dismissal from the program with no possibility of re-entry.

The Re-entry Committee is made up of each of the following:

- Dean of Health and Public Services Division
- PTA Program Director and faculty
- 2-3 Northeast employees
- 1-2 clinicians and/or Advisory Committee members

Each member of the committee, except the PTA director and faculty, will have a full vote. The PTA Program Director and faculty will collectively have one vote.

### **Appeal Procedure**

To appeal a program dismissal, a student must:

1. Meet with the program director to discuss their intentions and options for continuation or re-entry within three (3) business days of being dismissed from the program. This discussion will include a timeline for meeting with the Re-entry Committee.
2. Submit an academic plan for achievement within the timeline agreed upon with the program director.
3. Meet with the Re-entry Committee to review and discuss their academic plan for achievement.
4. In order to gain continuation or re-entry into the program, the student must receive approval from the majority of the Re-entry Committee members.
5. The student will be required to follow the committee's plan for re-entry. The decision of the Re-entry Committee shall be considered final.

## STUDENT GRIEVANCE/COMPLAINT PROCEDURES

Students are encouraged to address concerns with those directly involved in the issue.

The chain of command within the PTA Program is as follows:

- 1) Faculty or staff with whom the concern involves.
- 2) Laura Schwanebeck, Physical Therapist Assistant Program Director, 402-844-7326 or lauras@northeast.edu
- 3) Dr. Jeff Hoffman, Dean of Health and Public Services, 402-844-7748 or jhoffma3@northeast.edu

If however, the problem still exists, there is a formal complaint process at Northeast that students may initiate by completing the [online Student Complaint form](#).

If a student feels the administrative response to a formal complaint is not satisfactory, the Student Grievance Process may be initiated. The process is outlined in the Student Code of Conduct, located on the [Student Handbook webpage](#) under Academic Resources.

The Commission on Accreditation in Physical Therapy Education (CAPTE) considers complaints about programs that are accredited and complaints about CAPTE itself. For more information regarding filing a complaint with CAPTE, please use the following link: <http://www.capteonline.org/Complaints/>.

# Appendices

## APPENDIX A

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Student Name: \_\_\_\_\_

**Northeast Community College  
Physical Therapist Assistant Program**

### Program Comprehensive Practical Assessment Skills List (Fall Semester)

Skill/Procedure	1 <sup>st</sup> Attempt 0-3	2 <sup>nd</sup> Attempt Pass/Fail
<b>PTAS 2651 Physical Agents Lab</b>		
1. Hot Pack		
2. Paraffin Bath		
3. Cold Pack		
4. Ice Massage		
5. Ultrasound/Phonophoresis		
6. Electrical Stimulation – EMS, TENS, IFC		
7. Ultrasound stimulation		
8. Contrast Bath		
9. Iontophoresis		
10. Biofeedback		
11. Cervical Traction		
12. Pelvic Traction		
13. Massage		
14. Intermittent Compression Pump		
15. Edema assessment: volume and girth		

16. Whirlpool		
17. Laser		
Comments:		
<b>PTAS 2551 Basic Physical Therapy Procedures Lab</b>		
18. Vital Signs – HR, BP, pulses, RR; oximetry, know norms		
19. Transfers – sliding board, dependent and assisted pivot, sit-to-stand, supine-to-sit, floor		
20. Bed Mobility – dependent and assisted: scoot up, scoot side, rolling (sidelying, prone, supine)		
21. Bed positioning		
22. Draping and Positioning		
23. Body Mechanics		
24. Gait training: fit, sit to-from stand, gait patterns with assistive devices (axillary crutches, single end cane, quad canes, walker, loftstrands) Gait patterns: Progress/regress		
25. Stair training with assistive devices and/or handrail		
26. Wheelchair management: measurement, identification of parts, manipulation of parts, propulsion		
27. PPE		
Comments:		
<b>PTAS 2691 Clinical Pathophysiology Lab</b>		
28. Pulmonary tests and measures: chest excursion, capillary refill, peak flow meter		
29. Pulmonary assessment and interventions: lung auscultation/abnormal breath sounds, postural drainage		
30. Pulmonary training: devices, breathing exercises		
31. Cardiac tests and measures: peripheral pulses, Homan's		
32. Cardiac assessment and interventions: heart auscultation/abnormal heart sounds, aerobic conditioning using MET levels, OH assessment		
33. Compression devices and wound prevention: compression stockings, figure-of-eight and spiral technique ACE wrap, positioning devices		
34. Integumentary assessment: pitting edema, Semmes-Weinstein, temperature		
35. Wound assessment: measurements, viable tissue vs non-viable tissue, exudate, depth classification, staging, grading		

36. Wound intervention: wound cleansing, topicals, primary dressings, secondary dressings		
Comments:		
<b>PTAS 2571 Exercise Principles Lab</b>		
37. Active & passive insufficiency of 2-joint muscles		
38. Identify upper extremity dermatomes, myotomes, peripheral nerve motor distribution and sensory distribution		
39. Gym equipment: set a patient up and explain how to use		
40. Swiss ball: progression and regression for hamstrings, bridging, abdominals, and UE		
41. Plyometrics (UE & LE): progression and regression		
42. Resistance bands: demonstrate exercise, state prime mover		
43. PROM: all joints		
44. PNF: PROM, AROM, Resistance bands, manual resistive exercise (concentric/eccentric)		
45. Stretching: passive, active, PNF – all muscles		
46. Manual or mechanical resistive exercise: concentric/eccentric		
Comments:		
<b>PTAS 2671 Orthopedic Assessment and Intervention I Lab</b>		
47. Palpation of lower extremity and spine bony landmarks, tendons, ligaments, muscle bellies, and prime mover O, I, A, N		
48. Identify lower extremity dermatomes, myotomes, peripheral nerve motor distribution and sensory distribution		
49. Goniometry of all major joints		
50. MMT of joint motions/muscles (grade 5 and 2 positioning)		
51. Joint mobilization of major peripheral joints		
52. Special tests for LE: Figure 8 Ankle Measurement, Thompson's Test, Lachman's, Anterior Drawer, Posterior Drawer, Posterior Sag, McMurray, Apley, Valgus & Varus Stress Test, Leg Length discrepancy, Tomas Test, Ely Test, Ober's, Piriformis Test, 90/90 SLR, Trendelenburg, Hip Lag Sign		
53. Demonstration of exercise progression for THR		



54. Demonstration of exercise progression for hip fracture		
55. Demonstration of exercise progression for TKR		
56. Demonstration of exercise progression for ACL reconstruction		
57. Demonstration of exercise progression for hamstring injury		
58. Demonstration of exercise progression for patellofemoral pain		
59. Demonstration of exercise progression for sprained ankle		
60. Demonstration of exercise progression of posterolateral herniated disc and spinal stenosis		
61. Demonstration of exercise progression using pressure biofeedback for lumbar stabilization & correction of forward head		
62. Demonstration of exercise program for length/strength imbalance as related to posture		
63. Identify normal and abnormal end feels		
Comments:		

**Each student will be required to perform any of the listed skills to a level of clinical competency. The instructors reserve the right to require students to perform additional skills if their performance is marginal in similar skills.**

\_\_\_\_\_

Name

\_\_\_\_\_

Name

\_\_\_\_\_

Name

\_\_\_\_\_

Name

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Student Name: \_\_\_\_\_

**Northeast Community College  
Physical Therapist Assistant Program**

**Program Comprehensive Practical Assessment Skills List (Spring Semester)**

Skill/Procedure	1 <sup>st</sup> Attempt 0-3	2 <sup>nd</sup> Attempt Pass/Fail
<b>PTAS 2651 Physical Agents Lab</b>		
1. Hot Pack		
2. Paraffin Bath		
3. Cold Pack		
4. Ice Massage		
5. Ultrasound/Phonophoresis		
6. Electrical Stimulation – EMS, TENS, IFC		
7. Ultrasound stimulation		
8. Contrast Bath		
9. Iontophoresis		
10. Biofeedback		
11. Cervical Traction		
12. Pelvic Traction		
13. Massage		
14. Intermittent Compression Pump		
15. Edema assessment: volume and girth		
16. Whirlpool		
17. Laser		

Comments:		
<b>PTAS 2551 Basic Physical therapy Procedures Lab</b>		
18. Vital Signs – HR, BP, pulses, RR; oximetry, know norms		
19. Transfers – sliding board, dependent and assisted pivot, sit-to-stand, supine-to-sit, floor		
20. Bed Mobility – dependent and assisted: scoot up, scoot side, rolling (sidelying, prone, supine)		
21. Bed positioning		
22. Draping and Positioning		
23. Body Mechanics		
24. Gait training: fit, sit to-from stand, gait patterns with assistive devices (axillary crutches, single end cane, quad canes, walker, loftstrands) Gait patterns: Progress/regress		
25. Stair training with assistive devices and/or handrail		
26. Wheelchair management: measurement, identification of parts, manipulation of parts, propulsion		
27. PPE		
Comments:		
<b>PTAS 2691 Clinical Pathophysiology Lab</b>		
28. Pulmonary tests and measures: chest excursion, capillary refill, peak flow meter		
29. Pulmonary assessment and interventions: lung auscultation/abnormal breath sounds, postural drainage		
30. Pulmonary training: devices, breathing exercises		
31. Cardiac tests and measures: peripheral pulses, Homan's		
32. Cardiac assessment and interventions: heart auscultation/abnormal heart sounds, aerobic conditioning using MET levels, OH assessment		

33. Compression devices and wound prevention: compression stockings, positioning devices, figure-of-eight and spiral technique ACE wrap		
34. Integumentary assessment: pitting edema, Semmes-Weinstein, temperature		
35. Wound assessment: measurements, viable tissue vs non-viable tissue, exudate, depth classification, staging, grading		
36. Wound intervention: wound cleansing, topicals, primary dressings, secondary dressings		
Comments:		
<b>PTAS 2791 Neurologic Rehabilitation Lab</b>		
37. Neurologic tests and measures: deep and cortical sensation, myotomes, CNs, DTRs		
38. Neurologic techniques: proprioceptive facilitation techniques, sensory stimulation techniques, techniques to improve postural control, techniques to increase ROM, techniques to improve initiation, techniques to improve quality of movement, techniques to improve coordination, timing, and strength, PNF patterns		
39. Amputee rehabilitation: residual limb wrapping, abnormal gait patterns, positioning for contracture risk		
40. CVA rehabilitation: developmental positions, transitions, transfers, and gait		
41. TBI rehabilitation: transfers and interventions depending on RLA level		
42. SCI rehabilitation: transfers, self ROM, pressure relief, and autonomic dysreflexia vs orthostatic hypotension emergency procedures depending on level of injury		
43. Pediatric rehabilitation: reflex testing, positioning, treatment, and transitions		
Comments:		
<b>PTAS 2571 Exercise Principles Lab</b>		
44. Active & Passive Insufficiency of 2-joint muscles		
45. Identify upper extremity dermatomes, myotomes, peripheral nerve motor distribution and sensory distribution		
46. Basic exercises: know all muscles including O, I, A, N; concentric/eccentric; OKC/CKC		
47. Swiss ball: progression and regression for hamstrings, bridging, abdominals, and UE		

48. Plyometrics (UE & LE): progression and regression		
49. Resistance bands: demonstrate exercise, state prime mover		
50. PROM: all joints		
51. PNF: PROM, AROM, Resistance bands, manual resistive exercise (concentric/eccentric)		
52. Stretching: passive, active, PNF – all muscles		
53. Manual or mechanical resistive exercise: concentric/eccentric		
54. Palpation of bony landmarks, tendons, ligaments, muscle bellies		
55. Identify dermatomes, myotomes, peripheral nerve motor distribution and sensory distribution		
56. Gym equipment: set a patient up and explain how to use		
Comments:		
<b>PTAS 2671 Orthopedic Assessment and Intervention I Lab</b>		
57. Palpation of lower extremity and spine bony landmarks, tendons, ligaments, muscle bellies, and prime mover O, I, A, N		
58. Identify lower extremity dermatomes, myotomes, peripheral nerve motor distribution and sensory distribution		
59. Goniometry of all major LE joints		
60. MMT of LE joint motions/muscles (grade 5 and 2 positioning)		
61. Joint mobilization of major LE peripheral joints		
62. Special tests for LE: Figure 8 Ankle Measurement, Thompson's Test, Lachman's, Anterior Drawer, Posterior Drawer, Posterior Sag, McMurray, Apley, Valgus & Varus Stress Test, Leg Length discrepancy, Tomas Test, Ely Test, Ober's, Piriformis Test, 90/90 SLR, Trendelenburg, Hip Lag Sign		
63. Demonstration of exercise progression for THR		
64. Demonstration of exercise progression for hip fracture		
65. Demonstration of exercise progression for TKR		
66. Demonstration of exercise progression for ACL reconstruction		

67. Demonstration of exercise progression for hamstring injury		
68. Demonstration of exercise progression for patellofemoral pain		
69. Identify normal and abnormal end feels		
70. Demonstration of exercise progression for sprained ankle		
71. Demonstration of exercise progression of posterolateral herniated disc and spinal stenosis		
72. Demonstration of exercise progression using pressure biofeedback for lumbar stabilization & correction of forward head		
73. Demonstration of exercise program for length/strength imbalance as related to posture		
Comments:		
<b>PTAS 2771 Orthopedic Assessment and Intervention II Lab</b>		
74. Palpation of upper extremity bony landmarks, tendons, ligaments, muscle bellies, and prime mover O, I, A, N		
75. Goniometry of all major UE joints		
76. MMT of UE joint motions/muscles (grade 5 and 2 positioning)		
77. Joint mobilization of major UE peripheral joints		
78. Special tests for UE: Neer's, Hawkin's, Empty Can, Yergason's, Speeds, Apprehension, Sulcus, Volumetric Testing for Hand, Phalen's, Tinel's		
79. Demonstration of exercise progression of RC repair		
80. Demonstration of exercise progression of shoulder instability		
81. Demonstration of exercise progression of TSA or rTSA		
82. Demonstration of exercise progression for frozen shoulder		
83. Demonstration of exercise progression for SLAP type 2 repair		
84. Demonstration of exercise progression of tennis elbow		
Comments:		

**Each student will be required to perform any of the listed skills to a level of clinical competency. The instructors reserve the right to require students to perform additional skills if their performance is marginal in similar skills.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

# APPENDIX B

## Northeast Community College Physical Therapist Assistant Program

### Contract for Academic/Behavioral Success

<b>Student:</b>	<b>Course:</b>	<b>Instructor:</b>	
<b>Identify what is working right now in this course to help you be successful</b>	<b>Identify what is not working</b>	<b>Identify what you need to do to be successful in this course</b>	<b>Strategies</b>
•	•	•	•
•	•	•	•
•	•	•	•
•	•	•	•

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### My Goal for the Week

	My goal for the week is:	How did you meet the goal?
<b>Date:</b>  <b>Signature:</b>		
<b>Date:</b>  <b>Signature:</b>		
<b>Date:</b>  <b>Signature:</b>		
<b>Date:</b>  <b>Signature:</b>		
<b>Date:</b>  <b>Signature:</b>		

**Academic Contract:** If the student is not successful in improving their grade by mid-term or by the specified date, the student will be placed on academic probation.

**Behavioral Contract:** If a second offense occurs, the student will be placed on behavioral probation.



## APPENDIX C

### Northeast Community College Physical Therapist Assistant Program

#### Student Informed Consent

**LABORATORY PARTICIPATION** – As a PTA student at Northeast Community College, it will be necessary for my classmates to practice physical therapy techniques on me as learned in lecture and lab. I may also be used as a model for the purpose of group assessment and analysis. Initials: \_\_\_\_\_

**KEY AUTHORIZATION** – As a PTA student at Northeast Community College, I will be issued a key card that allows access into the Agriculture and Allied Health Building and the PTA laboratories. I have reviewed the laboratory guidelines section in the PTA Student Handbook. Initials: \_\_\_\_\_

**STUDENT PICTURE/VIDEO CONSENT/VIRTUAL RECORDING** – As a PTA student at Northeast Community College, I may be photographed/videoed/recorded for instructional and marketing purposes. Initials: \_\_\_\_\_

**OFF-CAMPUS ACTIVITIES CONSENT** – As a PTA student at Northeast Community College, I will have the opportunity to participate in off-campus activities. The PTA program will follow Northeast Community College's policy for student transportation. I assume all risks during transportation and off campus activity. Initials: \_\_

**RELEASE OF LIABILITY** – I release Northeast Community College, its Board of Governors, and its employees and agents from any liability for any accident or injury which may occur while enrolled as a student in the PTA Program and agree to indemnify and hold harmless Northeast Community College and individuals from any such liability. Initials: \_\_\_\_\_

**AGREEMENT OF PROGRAM GUIDELINES** – I have reviewed the Student Handbook for the Physical Therapist Assistant (PTA) Program and have had the opportunity to have questions concerning the guidelines answered by the PTA program faculty.

I understand that as a student of this program, I am responsible for reading the handbook in its entirety and if I need further clarification of the guidelines, I am free to ask the PTA program faculty throughout my time in the program.

I understand that the PTA program reserves the right to make changes in student guidelines as circumstances require. I will be informed of these changes as they are implemented. I shall abide by the guidelines as a student in this program.  
Initials: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (Printed)

## APPENDIX D

### Northeast Community College Physical Therapist Assistant Program

#### Critical Safety Skills Competency List

The following is a list of skills the student will have learned to competency by the end of the program. This list also includes the critical safety elements that constitute a failure if not performed. **A student will be allowed one cue for a critical safety skill. If the student does not improve to a satisfactory level, the skill will fail. In a skills based practical the practical will continue. In a scenario based practical the practical will be stopped.**

Skill	Critical Safety Skill
Pain assessment	Not performed when indicated (e.g. pre-post traction treatment)
Sensation assessment	Not performed when indicated (e.g. prior to paraffin treatment, prior to use of orthotic)
Hot pack	No call bell, no skin observation before-during-after treatment, no contraindications asked, inappropriate draping and positioning
Cold pack	No call bell, no skin observation before-during-after treatment, no contraindications asked, inappropriate draping and positioning
Ice massage	No skin observation before-during-after treatment, no contraindications asked, appropriately check for numbness, inappropriate draping and positioning
Paraffin bath	No skin observation before-after treatment, no contraindications asked, inappropriate draping and positioning
Contrast bath	No skin observation before-during-after treatment, no contraindications asked, inappropriate draping and positioning
Hydrotherapy	No call bell, no contraindications asked, remove all dressing prior to agitation, inappropriate draping and positioning
Ultrasound/Phonophoresis/ Ultrasound E-stim combo	No call bell, no skin observation before treatment, no contraindications asked, inappropriate draping and positioning
Massage	No skin observation before treatment, no contraindications asked, inappropriate draping and positioning
E-Stim for intact skin	No skin observation before treatment, no contraindications asked, inappropriate draping and positioning
E-Stim for wound care	No contraindications asked, inappropriate draping and positioning
Iontophoresis	No skin observation before-after treatment, no contraindications asked, inappropriate draping and positioning
Mechanical traction	No call bell/no patient safety switch, no contraindications asked, no pre- or post-treatment pain assessment, poor transition from supine to sitting, force is not zeroed out prior to turning on machine, not closing the table when patient gets up from

	treatment, improper force (poundage & line of pull), inappropriate draping and positioning
Light Therapies	No skin observation before-after treatment, no contraindications asked, inappropriate draping and positioning, no protective eye wear
Compression pump	No blood pressure before treatment, no contraindications asked, improper pressure, inappropriate draping and positioning
Sterile technique	Breach of sterile field, inappropriate removal and discarding of PPE/dressings
Non-sterile technique	Inappropriate removal and discarding of PPE/dressings
Isolation techniques	Inappropriate use of PPE
Wound care management	Inappropriate application/removal of dressings
Body mechanics	Inappropriate lifting technique, unsafe body mechanics that would cause harm to patient or therapist
Guarding patient	No gait belt, inappropriate gait belt fit and position, no hands-on contact with patient, guarding on wrong side
Bed positioning	Non-floating ankle/foot bony prominences, no call bell
Bed mobility	Poor body mechanics (patient & therapist), total hip replacement – breach of hip precautions, back patient – breach of back precautions, sternotomy – breach of sternal precautions, therapist on wrong side of bed, no maintenance of tenodesis grasp when indicated
Transfer training	Go to wrong side (orthopedic), no gait belt, inappropriate gait belt fit and position, insufficient blocking, proper instruction in patient hand-placement, no shoes, no locked brakes on wheelchair, no maintenance of tenodesis grasp when indicated
Response to positional changes and activities	Inappropriate response to orthostatic or autonomic dysreflexia symptoms
Wheelchair skills	Inappropriate stair, ramp, curb negotiation, no locked brakes on wheelchair
Wheelchair assessment & fitting	None
Assistive device fit	No shoes, no gait belt, inappropriate gait belt fit and position, inappropriate fit of device, breach hand contact with patient, no confirmation of fit, do not maintain weight bearing status, no locked brakes on wheelchair
Gait training with & without assistive devices	No shoes, no gait belt, inappropriate gait belt fit and position, inappropriate fit of device, wrong gait pattern instruction, do not maintain weight bearing status, guard on wrong side, pivot on affected lower extremity, insufficient physical assist, no locked brakes on wheelchair
Stair training	No shoes, no gait belt, inappropriate gait belt fit and position, inappropriate fit of device, wrong stair pattern instruction, do not maintain weight bearing status, guard on wrong side, insufficient physical assist, inappropriate choice of rail vs. assistive device as primary means of support
Special equipment	Pull out simulated inserted line, line touches the floor, occlusion of line

ADL skills	Total hip replacement – breach of hip precautions, back patient – breach of back precautions, sternotomy – breach of sternal precautions
ROM	Breach of contraindications
Stretching	Going beyond appropriate tissue resistance, breach of contraindications
Strengthening exercise	Breach of contraindications
Joint Mobilization	Breach of contraindications
Vital Signs	Assessment at rest/activity RR within 2 bpm 30 second assessment HR within 2 bpm 30 second assessment BP within 10 mmHg systolic and diastolic Oximetry reading <90%
Basic orthopedic protocols	Inappropriate progression, breach of contraindications
Facilitatory & inhibitory neurologic interventions	Use of technique when contra-indicated (e.g. fast vestibular with a patient in the TBI Rancho Level IV)
Integration treatment interventions based on the disorder	Use of technique when contra-indicated (e.g. flexion with patient with Parkinson's)
Cardiopulmonary training; MET level utilization; aerobic capacity and endurance	Not adhering to target heart rate ranges, inappropriate assessment of cardiac or pulmonary distress, no assessment of vitals before, during, or after exercise
Postural drainage	No assessment of contraindications

## APPENDIX E

### Northeast Community College PTA Program Practical Grade Form PTAS \_\_\_\_\_

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

Allotted practical time: 45 min. Start time \_\_\_\_\_ End time \_\_\_\_\_ Scenario: \_\_\_\_\_

**\*If the student is unable to complete the practical in the allotted practical time, the practical will stop and the student will fail.**

1<sup>st</sup> attempt

2<sup>nd</sup> attempt

3<sup>rd</sup> attempt

Critical Skill/Safety	Comments	Grade: P/F
<i>See Scenario Rubric</i>		

**\*If one of the critical skills/safety concerns is breached, the practical will stop, and the student will fail. The critical safety skills can be found in the PTA Student Handbook.**

Standards of Ethical Conduct	Comments	Grade: P/F
<b>I:</b> Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.		
<b>II:</b> Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.		
<b>III:</b> PTAs maintain and promote high standards in the provision of services, giving welfare of the patients their highest regard.		
<b>IV:</b> Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other healthcare providers, employers, payers, and the public.		
<b>V:</b> Physical therapist assistants shall fulfill their legal and ethical obligations.		
<b>VI:</b> Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.		
<b>VII:</b> Physical therapist assistants shall support organizational behaviors and business practice that benefit patients/clients and society.		
<b>VIII:</b> Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.		

**\*If one of the Standards of Ethical Conduct is breached, the practical will stop, and the student will fail the practical.**

Comments:

Scenario Points \_\_\_\_/\_\_\_\_

Patient Points \_\_\_\_/\_\_\_\_

SOAP Note Points \_\_\_\_/\_\_\_\_

Total Points \_\_\_\_/\_\_\_\_

Minimum passing grade: \_\_\_\_/\_\_\_\_ = 75%

### Practical Assessment Grading Rubric

Condition	Grade
The student will perform each of the following: <ul style="list-style-type: none"> <li>• Excellent technique</li> <li>• No cues</li> <li>• No hesitation</li> <li>• No instructor guidance</li> </ul>	3
The student will perform the following: <ul style="list-style-type: none"> <li>• Good technique OR</li> <li>• One cue OR</li> <li>• Look for reinforcement or guidance from the instructor OR</li> <li>• Distracting hesitation</li> </ul>	2
The student will perform: <ul style="list-style-type: none"> <li>• If two or more of the following:               <ul style="list-style-type: none"> <li>○ One cue</li> <li>○ Prolonged hesitation</li> <li>○ Reinforcement or clarification from instructor</li> <li>○ Good technique</li> </ul> </li> <li>• Two cues</li> <li>• Fair technique</li> </ul>	1
Student: <ul style="list-style-type: none"> <li>• Is unable to perform the skill after receiving more than two cues</li> <li>• Breaches critical safety skill after receiving a cue OR</li> <li>• Declines to attempt skill/scenario</li> </ul>	0

**Definitions:**

- **A cue is defined as an action or verbal statement, unprompted by the student, to inform the student that a component of the skill has been forgotten or performed incorrectly.**
- **Reinforcement or guidance is defined as an action or verbal statement, prompted by the student, looking for clarification or approval from the instructor.**

Post-practical advising session comments:

## APPENDIX F

### CLINICAL AFFILIATION AGREEMENT

This AGREEMENT, effective \_\_\_\_\_, 20\_\_\_\_, is entered into by and between NORTHEAST COMMUNITY COLLEGE, a political subdivision of the State of Nebraska (“Northeast”), and \_\_\_\_\_, (“Clinical Provider”).

WHEREAS, Northeast and Clinical Provider have the following common objectives: (1) to provide clinical experience in terms of patient and related instruction for students of Northeast; (2) to improve the overall education program of Northeast by providing opportunities for learning experiences that will progress the student to advanced levels of performance; (3) to increase contacts between academic faculty and clinical faculty for fullest utilization of available teaching facilities and expertise; (4) to establish and operate a course of instruction of the first rank; and (5) to enrich services provided to recipients at Clinical Provider.

NOW, THEREFORE, in consideration of the mutual benefits, the parties agree as follows:

#### 1. General Agreements

- a. The term of this Agreement shall be for a period of **SELECT ONE:** [ one (1) year] **OR** [ \_\_\_\_\_ ( ) months], commencing on \_\_\_\_\_, 20\_\_\_\_, and ending on \_\_\_\_\_, 20\_\_\_\_. This Agreement shall be automatically extended for subsequent periods of [ one (1) year] **OR** [ \_\_\_\_\_ ( ) months] each, unless either party gives the other party prior written notice at least thirty (30) days prior to the end of the initial term or the end of any renewal of the then current term. Students participating in the clinical experience at the time notice of termination is given will be allowed to complete their study for the current term or semester even if completion is not possible within such thirty (30) day period.

Upon termination of this agreement, all students of Northeast who are currently enrolled in the program at Clinical Provider’s facilities on the date of termination will be allowed to complete the full program in which they are enrolled, and the termination shall operate only to prevent Northeast from assigning any further or new students to Clinical Provider’s facilities.

- b. It is agreed by both parties that there shall be no discrimination on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity, adhering to the letter and spirit of Title 6 of the Civil Rights Act of 1964 and the Americans with Disabilities Act in all areas relating to student participation in the clinical education program.
- c. None of the provisions of this Agreement are intended to create any relationship between the parties other than that of independent entities contracting with each other

solely for the purpose of effecting the provisions of this Agreement. Neither of the parties, nor any of their respective officers, directors, employees or agents, shall have the authority to bind the other or shall be deemed or construed to be the agent, employee or representative of the other except as may be specifically provided in this Agreement. Neither party, nor any of their employees or agents, shall have any claim under this Agreement or otherwise against the other party for Social Security benefits, workers' compensation, disability benefits, unemployment insurance, vacation, sick pay or any other employee benefits of any kind. In addition, students under this agreement shall not be considered employees or independent contractors of either party.

- d. All activities undertaken by students shall be a component of their clinical experience, education, and training, including research participation.
- e. This agreement shall provide for clinical education experience at Clinical Provider for students enrolled in the following programs of Northeast (check all that apply):

Nursing  
Health Information Management (HIMS)  
Physical Therapist Assistant (PTA)  
Paramedic

## 2. **Responsibilities of Northeast**

- a. Northeast will send the name of appropriate students to Clinical Provider prior to the beginning date of the course of instruction.
- b. Northeast is responsible for supplying appropriate additional information, if specific information is required by Clinical Provider prior to the arrival of the students.
- c. Northeast will assign to Clinical Provider only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum.
- d. Northeast will designate a faculty member who, in cooperation with a designee of Clinical Provider, will be responsible for the coordination of the assignment to be assumed by the student participating in the course of instruction.
- e. Northeast and Clinical Provider will mutually respect policies and regulations governing students that are participating in the clinical experience.

## 3. **Responsibilities of Clinical Provider**

- a. Clinical Provider shall provide a jointly planned, supervised program of clinical experience, and designate a contact person for the faculty member and students for purposes of coordinating the students' clinical experience.



- b. Clinical Provider shall, upon request, complete records and reports on each student's performance and provide an evaluation to Northeast on forms provided by Northeast at the conclusion of each semester or other mutually agreed upon time period.
  - c. Clinical Provider may request Northeast to withdraw from the clinical experience any student whose performance is unsatisfactory, or who is unable for any reason to accomplish successful completion of the assignment.
  - d. Clinical Provider shall provide equal opportunities to each student participating in the clinical experience.
  - e. Clinical Provider shall, on reasonable request, permit the inspection of the clinical facilities, services available for clinical experiences, and such other items pertaining to the course of instruction by Northeast or agencies, or by both, charged with the responsibilities for accreditation of the curriculum.
  - f. Clinical Provider shall designate and submit in writing to Northeast for acceptance the professional and academic credentials of a person to be responsible for the course of instruction.
  - g. Clinical Provider shall immediately notify Northeast in writing of any change or proposed change of the designated supervisor.
  - h. Clinical Provider acknowledges that student educational records are protected by the Family Education Rights and Privacy Act (FERPA), and that it may be necessary to obtain student permission before releasing student data to any party except Northeast. Therefore, Clinical Provider will abide by the provisions of FERPA with respect to any request for student information by any party except Northeast.
  - i. Clinical Provider agrees to a) make available first aid for minor accidents or incidents occurring on the premises. In the event a student or facility member suffers an illness or incident requiring emergency care while on the premises, Clinical Provider will provide emergency medical care or arrange transportation to receive emergency care. Payment for emergency care, including emergency transportation, and all other medical expenses and health insurance, shall be the sole responsibility of the student or faculty treated. Northeast will be notified of the incident.
  - j. Clinical Provider shall retain the responsibility for supervision of patient care and will provide the services of professional employees to supervise services in each clinical area where students are assigned for their clinical experience.
4. **Responsibilities of the Student**. Northeast shall require that the student be responsible for:
- a. Sending to Clinical Provider biographical data and any additional information required by Clinical Provider before the beginning date of the clinical experience.

- b. Following the administrative policies and procedures of Clinical Provider, as discussed with the student during orientation and documented by the appropriate manager or supervisor.
  - c. Providing their own textbooks, supplies, transportation and living arrangements.
  - d. Reporting to Clinical Provider on time and following all established regulations.
  - e. Following all infection control practices while in the facility. Prior to clinical assignment, student must provide to their clinical supervisor documentation of immunizations pursuant to Clinical Provider's policy, which may change from time to time. Students not meeting the immunization requirements may not be assigned to the clinical experience.
  - f. Performing the services as outlined by each discipline according to the course/level objectives of the school curriculum.
  - g. Obtaining prior written approval of Clinical Provider and Northeast before publishing any proprietary materials relating to the course of instruction.
  - h. Their own health insurance and all their medical expenses.
  - i. Completing a background check authorization during the academic year of placement, when required by Clinical Provider.
5. **Accidental Exposure to Patient Blood or Bodily Fluids.** The parties mutually concur with the Centers for Disease Control statement that there is a risk for accidental exposure to blood or bodily fluids for students in health profession education programs; and mechanisms for risk assessment and initiation of prompt treatment situations of high-risk exposures are necessary. Therefore, Clinical Provider shall have in place an Accidental Exposure to Patient Blood or Bodily Fluids Policy. If an accidental exposure to blood or bodily fluids occurs to a faculty member or a student, the faculty or student will be informed of the level of exposure and will be advised to seek medical attention which may include blood testing, and obtaining medication required for emergency treatment of high-risk exposures, when appropriate.

Testing of the patient/resident known to be the source of the exposure will be coordinated by Clinical Provider and Clinical Provider shall cover the costs of such source testing. The faculty member or student is responsible for obtaining their own blood testing, medications, and follow-up care and is liable for their own expenses related to any accidental exposures. A report of any occurrence of an accidental exposure involving faculty or students shall be provided directly to the faculty member or student involved. It is the faculty or students' obligation to provide such report to the appropriate academic unit at Northeast.

6. **Insurance.**

- a. Each party shall be self-insured or maintain comprehensive general liability insurance in the minimum amount of \$1 million per occurrence and \$3 million in the aggregate.
  - b. Each party shall be self-insured or maintain professional liability insurance (or errors & omissions coverage) in the minimum amount of \$1 million per occurrence and \$3 million in the aggregate.
  - c. Northeast shall be self-insured or maintain student practices liability coverage in the minimum amount of \$1 million per occurrence and \$3 million in the aggregate.
7. **Notice.** Whenever notices or official communications are required to be given by Northeast or Clinical Provider to the other party, they shall be deemed effective only when delivered to the appropriate agent of each party. Each party hereby acknowledges and agrees that, for the purposes of this agreement, any notice required to be given concerning this agreement shall be sufficient if in writing and personally delivered to the addressee or, if mailed, postage prepaid, to:

In the case of Northeast:

Dr. Jeffery Hoffman  
 801 E. Benjamin Ave., P.O. Box 469  
 Norfolk, NE 68702-0469  
 402-844-7748  
[jhoffma3@northeast.edu](mailto:jhoffma3@northeast.edu)

In the case of Clinical Provider:

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

- 8. **Entire Agreement.** This agreement together with all attachments, exhibits, and other writings attached hereto and incorporated herein by reference contains all the terms and conditions agreed upon by the parties, and supersedes all other agreements, express or implied, regarding the subject matter.
- 9. **Applicable Law.** This agreement shall be construed in accordance with the laws of the State of Nebraska. The parties agree that all actions and proceedings arising out of or related to this Agreement shall be brought and enforced exclusively in the competent courts of Madison County, Nebraska, and the parties consent to the exclusive subject matter jurisdiction of such courts in respect to such action or proceeding.

NORTHEAST COMMUNITY COLLEGE \_\_\_\_\_, Clinical Provider

By: \_\_\_\_\_

By: \_\_\_\_\_

Scott Gray \_\_\_\_\_ (Printed Name)  
 Vice President of Administrative Services \_\_\_\_\_ (Title)  
 & General Counsel

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

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

**By:** \_\_\_\_\_  
 Dr. Jeffery Hoffman  
 Dean of Health & Public Services

**By:** \_\_\_\_\_ (Printed Name)  
 \_\_\_\_\_ (Title)

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

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

### **Northeast Contact Information:**

#### **Nursing:**

Dr. Karen Weidner, Nursing Program Director, 402-844-7330 [karenkw@northeast.edu](mailto:karenkw@northeast.edu)

#### **Health Information Management (HIMS):**

Tina Mazuch, Health Information Management Director, 402-844-7309 [tinam@northeast.edu](mailto:tinam@northeast.edu)

#### **Physical Therapist Assistant (PTA):**

Laura Schwanebeck: PTA Program Director, 402-844-7326 [lauras@northeast.edu](mailto:lauras@northeast.edu)

#### **Paramedic:**

Carol Rodenberg: Paramedic Program Director, 402-844-7720 [carolr@northeast.edu](mailto:carolr@northeast.edu)

# APPENDIX G

## Northeast Community College Physical Therapist Assistant Program

### Probation Statement

Academic/Behavioral (circle one or both)

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

Terms of Probation:

1. Length of time: \_\_\_\_\_
2. Student will abide by all student Guidelines in effect, particularly regarding attendance and following up on conferences with program faculty.

Probation Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Failure to comply with the above terms will result in review of the student’s progression in the program by the Re-Entry Committee.

Student Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty’s signature

\_\_\_\_\_  
Date



**Main Campus**

801 E. Benjamin Avenue / Norfolk, Nebraska 68701  
(402) 371-2020 / (800) 348-9033

**Extended Campus Locations**

O'Neill, South Sioux City, and West Point

**Regional Office Locations**

Ainsworth and Hartington



**NORTHEAST.EDU**