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ESSEX COUNTY COLLEGE

303 UNIVERSITY AVENUE

NEWARK, NEW JERSEY 07102

DEPARTMENT OF HEALTH SCIENCES

(973) 877-3375

Email: ptapro@essex.edu

WELCOME TO PTA STUDENTS

Dear Physical Therapist Assistant Student:

Welcome to the Essex County College Physical Therapist Assistant (PTA) Program. Your admission to the PTA Program represents an accomplishment as you have met highly selective admissions standards!

The PTA faculty, the college administration and staff are committed to working with you to achieve the goals you have set for yourself. In order to successfully complete the PTA curriculum, you must become familiar with the rules and regulations of the PTA Department. This handbook is provided to set forth the rights and responsibilities of Essex County College PTA students.

Lifeline, the Essex County College Student Handbook, provides general information needed for college survival. The PTA Student Handbook supplements Lifeline and states policies which apply specifically to PTA students. For any midyear policy changes, students will be notified in writing at the beginning of the appropriate semester. All PTA students will be responsible for and held accountable to the policies as they are updated and stated each academic year.

Our very best wishes for your success in the PTA Program

Sincerely,

Christine Stutz-Doyle, PT, PhD, DPT
Professor and Program Coordinator

The Physical Therapist Assistant Program Faculty

The Department Staff

ESSEX COUNTY COLLEGE

Main Campus

*303 University Avenue
Newark, NJ 07102
(973) 877-3000*

West Essex Campus

*730 Bloomfield Avenue
West Caldwell, NJ 07006
(973) 403-2560*

NON-DISCRIMINATION POLICY

NOTICE OF NON-DISCRIMINATION -

In accordance with the requirements of USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and other federal, state and local laws, Essex County College (“ECC”) does not discriminate on the basis of sex, race, religion, creed, national or ethnic origin, sexual orientation, age, pregnancy, gender identity, or gender expression.

Essex County College prohibits sex discrimination in any of its services, education programs, and activities that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to Essex County College’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both. ECC’s Title IX Coordinator is:

Nicole Conforti
(973) 877-3477
nconforti@essex.edu
Essex County College
303 University Ave
Newark, NJ 07102

ECC’s nondiscrimination policy can be found at <https://www.essex.edu/policies-and-procedures-hr/>, and ECC’s resolution processes can be found at <https://www.essex.edu/title-ix/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.essex.edu/title-ix/>.

To make a non-Title IX complaint of discrimination or harassment contact Essex County College’s Associate Director of Human Resources. ECC’s Associate Director of Human Resources is:

Karen Bridgett
(973) 877-3461
bridgett@essex.edu
Essex County College
303 University Ave
Newark, NJ 07102

ORGANIZATIONAL CHART

PHYSICAL THERAPIST ASSISTANT PROGRAM

PRESIDENT

Dr. Augustine Boakye

EXECUTIVE DEAN OF FACULTY AND ACADEMICS

Dr. Alvin Williams

CHAIRPERSON OF NURSING & ALLIED HEALTH

Professor Lori York

PROGRAM COORDINATOR

Dr. Christine Stutz-Doyle

FACULTY

Dr. Thomas Donofrio

Dr. Kevin Lawless

ADJUNCT FACULTY

Support Staff

Advisory Board

The Physical Therapy Profession

Physical therapy is a dynamic profession with an established theoretical and scientific base and widespread clinical applications in the restoration, maintenance, and promotion of optimal physical function. For more than 750,000 people every day in the United States, physical therapists:

- Diagnose and manage movement dysfunction and enhance physical and functional abilities.
- Restore, maintain, and promote not only optimal physical function but optimal wellness and fitness and optimal quality of life as it relates to movement and health.
- Prevent the onset, symptoms, and progression of impairments, functional limitations, and disabilities that may result from diseases, disorders, conditions, or injuries.

ROLE OF A PHYSICAL THERAPIST ASSISTANT (PTA)

Physical therapist assistants (PTAs) work as part of a team to provide physical therapy services under the direction and supervision of the physical therapist. PTAs implement selected components of patient/client interventions (treatment), obtain data related to the interventions provided, and make modifications in selected interventions either to progress the patient/client as directed by the physical therapist or to ensure patient/client safety and comfort.

PTAs assist the physical therapist in the treatment of individuals of all ages, from newborns to the very oldest, who have medical problems or other health-related conditions that limit their abilities to move and perform functional activities in their daily lives.

The physical therapist is responsible for the services provided by the PTA. Physical therapists (PTs) are health care professionals who examine each individual and develop a plan using treatment technique to promote the ability to move, reduce pain, restore function, and prevent disability. In addition, PTs work with individuals to prevent the loss of mobility before it occurs by developing fitness- and wellness-oriented programs for healthier and more active lifestyles.

PTAs provide care for people in a variety of settings, including hospitals, private practices, outpatient clinics, home health agencies, schools, sports and fitness facilities, work settings, and nursing homes. PTAs must graduate from a CAPTE-accredited PTA program and licensure or certification is required in most states in which a PTA works.

THE PROGRAM OF STUDY

The philosophy and outcomes of the Department of Physical Therapist Assistant reflect the beliefs of the faculty and give direction to the development of the curricula for the Physical Therapist Assistant program. The philosophy defines the thinking the faculty holds in regard to physical therapist assistant practice, education and the practice of associate in applied science physical therapy assistance. The philosophy and program outcomes follow.

PHILOSOPHY

HUMANS: Faculty believes that persons are holistic beings with specific needs: physiological, psychological, developmental and social-cultural. Consistent with Maslow's theory, faculty believes that all persons share basic human needs that are hierarchical in nature. Faculty further subscribes to Erikson's theory of developmental tasks occurring from birth to senescence and believes those unaccomplished developmental tasks become needs.

HEALTH: Health is a dynamic state that exists when basic needs and developmental tasks are satisfied. Each person's needs are perceived within the context of self, family, community, society, culture and the environment. Mental and/or physical illness may result from the inability to meet basic and developmental needs necessitating a need for Physical Therapy.

PHYSICAL THERAPY: Faculty believes physical therapy is an art, an applied science and an interpersonal process. The aim of physical therapy is to assist persons in satisfying basic and developmental needs and in adapting to changing needs. Physical therapy is the treatment of human responses to actual or potential health alterations. The physical therapy process is the logical approach to solving problems and administering physical therapy care. Application of the physical therapy process requires knowledge derived from liberal arts, biopsychosocial sciences and physical therapy theory.

EDUCATION: Faculty believes that education should be affordable and accessible to those with the potential to succeed and should include a full range of support and academic services to promote success. Educational programs must accommodate differences in learning styles, build on life experiences and capitalize on student's diverse backgrounds. Education is a continuous, open-ended system of growth occurring throughout the life span. Learning proceeds from familiar to unfamiliar and from simple to complex. It is dynamic; measurable changes occur in the cognitive, affective and psychomotor domains. Faculty is facilitators of the educational process. They work collaboratively with learners in order to achieve desired outcomes. Learners are unique individuals who have different learning styles and learn at different rates. The learner participates in the educational process by sharing responsibility for identifying one's learning needs, selecting learning activities and evaluating the results of the learning process. This process is facilitated in an environment that values the learner as a unique individual with inherent worth and dignity.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN PHYSICAL THERAPIST ASSISTANT:

Faculty believes that the A.A.S. degree in physical therapist assistant (PTA) education is appropriately placed in a college setting where students have the opportunity and freedom to become involved in various civic, cultural and social programs. Involvement in these programs contributes to the student's development as a person and as an active, aware and sensitive member of society. The program of study is based on a broad knowledge of biologic, social, physical, technological sciences as well as the liberal arts and humanities.

The physical therapist assistant curriculum allows the learner to focus on developing critical thinking skills needed to integrate physical therapy and general education knowledge in the application of the physical therapy process. This broad knowledge base allows physical therapist assistants to incorporate values and attitudes that enable them to practice in an ethically responsible way in a rapidly changing world. Physical therapist assistant students test, affirm and expand physical therapy knowledge in hospitals and other health agencies. Physical therapist assistant faculties are role models for patient advocacy and quality physical therapist assistant care.

The ultimate goal of the Associate of Applied Science Degree in Physical Therapist Assistant education is to prepare individuals for Physical Therapist Assistant licensure and to function as entry level Physical Therapist Assistants in hospital and community settings. It is the expectation that these graduates will function in settings where support and assistance are available from physical therapist with advanced preparation and experience.

Associate of Applied Science Degree in Physical Therapist Assistant is concerned primarily with the direct treatment of clients who present with physical therapy problems. The Physical Therapist Assistant may perform physical therapy procedures and related tasks that have been delegated by the physical therapist. The physical therapist assistant also may carry out routine operational functions including supervision of the physical therapist aide and documentation of progress. We view the A.A.S. degree Physical Therapist Assistant as a provider of care, manager of care and member of the physical therapy profession. Inherent in these roles is the ability to think critically, communicate effectively, teach others, use technology, perform psychomotor skills competently and understand the rapidly changing technological health care environment. Additionally, the A.A.S. degree Physical Therapist Assistant must develop an understanding of cultural diversity and the ability to practice physical therapy within the ethical/legal standards of the profession.

PHYSICAL THERAPIST ASSISTANT MISSION STATEMENT

The mission of the ECC physical therapist assistant education program is to produce competent graduates committed to lifelong learning and professionalism, to sustain a diverse rehabilitation workforce meeting the needs of patients in the service areas of the College and larger community.

PROGRAM GOALS FOR THE PHYSICAL THERAPIST ASSISTANT PROGRAM

The Physical Therapist Assistant Program has the following goals:

1. Maintain accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.
2. 60% of students admitted to the program will successfully complete the degree requirements within two years.
3. At least 85% of graduates will successfully pass the State Board Licensure Examination within 2 years of graduation.
4. At least 90% of graduates will be employed over a two-year period.
5. 90% of graduates will be judged by their employer as practicing in a safe, ethical, legal and effective manner as reported on employer surveys.
6. Provide a learning environment to establish critical thinking skills, contemporary expertise and cultural sensitivity.

EDUCATIONAL OUTCOMES OF THE PHYSICAL THERAPIST ASSISTANT PROGRAM

At the completion of this course of study, all program graduates will be able to:

1. Work under the supervision of a physical therapist in an ethical, lawful, safe, and effective manner.
2. Implement a comprehensive treatment plan developed by a physical therapist.

3. Communicate regularly with the supervising physical therapist about the patient's progress and the need for adjustments to be made by the physical therapist in treatment procedures in accordance with changes in patient status.
4. Perform appropriate measurement and assessment techniques within the knowledge and limits of practice to assist the supervising physical therapists in monitoring and modifying the plan of care.
5. Interact with patients and families in a manner that provides the desired psychosocial support including the recognition of cultural and socioeconomic differences.
6. Participate in the teaching of other health care providers, patients and families.
7. Document relevant aspects of patient treatment.
8. Participate in discharge planning and follow up care.
9. Demonstrate effective written, oral, and nonverbal communication with patients and their families, colleagues, health care providers, and the public.
10. Identify levels of authority and responsibility; planning, time management, supervisory process, performance evaluations, policies and procedures; fiscal considerations for physical therapy providers and consumers; and, continuous quality improvement.
11. Read and interpret professional literature and accept responsibility for professional development.
12. Modify an intervention only in accordance with changes in patient/client status and within the scope of the plan of care that has been established by the physical therapist.

ADMISSION TO THE PTA PROGRAM FROM THE 0603 CODE

Admission to the Physical Therapist Assistant Program is a highly competitive and merit-based process and includes some minimal basic standards that must be met in order for an applicant to be considered for admission. These standards are as follows:

1. Completion of all remedial and/or ESL courses as indicated by the college placement test.
2. Completion of all pre-requisite courses with a grade of “C” or higher. Only **two** of the three pre-requisites may be repeated to achieve this grade. Each course may only be repeated once.
3. The student must have a college GPA of 2.5 or higher in courses required by the PTA program.
4. Submission of a program application to the Division of Allied Health (applications are accepted from January 1st through March 15th of each calendar year).
5. Completion of the Test of Essential Academic Skills (TEAS V) with a minimum score of 50.
6. Completion of 50 required volunteer or work hours in a physical therapy department or facility.

The merit-based admissions process works as follows, when the above minimum qualifications have been met:

A total admissions score (TAS) is calculated by combining the applicants grade point average (GPA) with points awarded based upon performance on the TEAS V exam. These points are awarded per the table below:

TEAS V Score	Points Awarded
91-100	4

86-90	3.5
81-85	3
76-80	2.5
71-75	2.0
66-70	1.5
61-65	1
50-60	0

E.g. Applicants GPA is 3.0, TEAS score is 73. TAS is 5 (3.0 GPA+ 2 points from TEAS V)

A Physical Therapist Assistant student must be classified under the curriculum code 2106 after officially being admitted to the Physical Therapist Assistant Program. Physical Therapist Assistant students are enrolled on a full-time basis. All Physical Therapist Assistant students must complete the college requirements for the Associate in Applied Science (AAS) degree, which include the program requirements of the major. Class size is currently limited to 30 students each academic year due to space constraints and availability of clinical sites.

ADMISSION REQUIREMENTS

The following courses constitute the pre-requisites for admission to the PTA program: Anatomy & Physiology I (BIO 121) 4 credits, General Psychology I (PSY 101), 3 credits and English Composition I (ENG 101), 3 credits for a total of 10 credits.

TRANSFER POLICY

Essex County College will not accept direct transfer credit for Physical Therapist Assistant courses taken in other PTA Programs. All non-PTA courses will be awarded credit based upon standard college policy. It is the students' responsibility to ensure that credits transferred from other institutions have been accepted by Enrollment Services and are reflected on their Academic Record at Essex.

DEFERRAL OF ACCEPTANCE INTO THE PROGRAM

Students accepted into the physical therapist assistant program will be allowed to defer their acceptance to the program to the following year, one time only without reapplying, providing that:

- The student must contact the program director in writing requesting the deferral prior to the beginning of fall semester classes.
- The student must present a valid reason for the deferral, and faculty will determine whether the deferral is accepted.

It is the responsibility of the student to contact the program coordinator communicating their intent to return to the program the following year no later than March 15th of the returning year.

ACCREDITATION AND LICENSURE STATUS

The Middle States Commission on Higher Education accredits Essex County College. The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). In order to practice in New Jersey, the graduate must obtain licensure through the NJ State Board of Physical Therapy Examiners and pass a national examination administered by the Federation of State Board of Physical Therapy. Contact information for these agencies is listed on the "Resources" page of this manual.

PTA PROGRAM COURSE REQUIREMENTS

HUMANITIES

ENG 101	College Comp. I	3
ENG 102/105	College Comp II or Tech. Writing	3
HST elective		<u>3</u>
		9 Credits

SOCIAL SCIENCE

PSY 101	General Psychology I	3
PSY 209	Abnormal Psychology	<u>3</u>
		6 Credits

BIOLOGICAL SCIENCE

BIO 121	Fundamentals of Anatomy and Physiology I	4
BIO 122	Fundamentals of Anatomy and Physiology II	4
BIO 222	Kinesiology	<u>4</u>
		12 Credits

ALLIED HEALTH

HSC 109	Introduction to Medical Terminology	<u>3</u>
		3 Credits

PHYSICAL THERAPIST ASSISTANT

Fall	PTA 101 -Fundamentals of Physical Therapist Assisting	5
Spring	PTA 102 -Principles of Physical Therapist Assisting I	5
Summer	PTA 103 -Physical Therapist Assisting Practicum I	4
Spring	PTA 106 –Therapeutic Intervention in Child Development and Gerontology	3
Fall	PTA 201 -Principles of Physical Therapist Assisting II	4
Spring	PTA 202 -Principles of Physical Therapist Assisting III	4
Fall	PTA 203 -Physical Therapist Assisting Practicum II	4
Spring	PTA 205 -Physical Therapist Assisting Practicum III	6
Spring	PTA 206-Professional Issues in Physical Therapist Assisting	1
Fall	PTA 209 -Therapeutic Exercise	<u>2</u>
		38 Credits

Total to Graduate

68 Credits

The minimum passing grade for all courses designated BIO, PSY, HSC or PTA is "C." Achievement of a grade below "C" requires that the course be repeated.

BIO 121 (A&PI) and BIO 122 (A&PII) transcripts older than 5 years **will not** be accepted.

Credit for Anatomy & Physiology successfully completed within the last **5 years** will be granted for those courses taken at ECC or accepted in transfer.

A description of all course content is available to the student in the college catalogue.

PHYSICAL THERAPIST ASSISTANT PROGRAM SCHEDULE

Suggested Curriculum Format

Note: *The program is designed to be completed in 80 weeks; however, it is strongly recommended students take as many general education courses prior to admission to ensure success in the professional phase of the program. Prerequisites are ENG 101, PSY 101, BIO 121 (10 Credits)*

1st year	Fall	Spring
PTA 101	5 credits	PTA 102 5 credits 1 day a week observational
BIO 122	4 credits	
		PSY 209 3 credits
ENG102	3 credits	
HSC 109	3 credits	PTA 106 3 credits
<hr/>		
TOTAL	15 credits	11 credits

Summer I or Summer II

PTA 103 **4 credits (Prerequisites PTA 101 & 102)**

(5-week full-time Affiliation)

2nd year	Fall	Spring
PTA 201	4 credits	
		PTA 202 4 credits
PTA 209	2 credits	

PTA 203	4 credits	PTA 205	6 credits (7-week full-time affiliation)
(14-week part-time affiliation)		PTA 206	1 credit
BIO 222	4 credits	Any history	3 credits
<hr/>		<hr/>	
TOTAL	14 credits		14 credits

PROGRAM COURSE DESCRIPTIONS

PTA 101: FUNDAMENTALS OF PHYSICAL THERAPIST ASSISTING I

This course is designed to orient the student to the role of the Physical Therapist Assistant and some of the duties involved therein. It covers the history of physical therapy, philosophy, duties, patient psychology, and ethics. Students learn about the relationship and placement of physical therapy in today's medical picture. Fundamentals of body structure, osteology, and kinesiology are stressed throughout. Students practice patient positioning, draping, transfers, therapeutic massage, and are also introduced to therapeutic exercises. Students learn via laboratory work and practice sessions in class.

PTA 102: PRINCIPLES OF PHYSICAL THERAPIST ASSISTING I

This course is designed to introduce students to disorders most commonly seen in patient care. It includes detailed examination of the application and effects of various modalities and equipment, particularly the use of heat, cold, water, and electricity in clinical practice. Students learn the use of equipment, including traction and intermittent compression pumps. They also learn the practical application of goniometric measurements, manual muscle testing, and ambulation training. Students learn via laboratory work, practice sessions in class, and observations in physical therapy clinics.

PTA 106: THERAPEUTIC INTERVENTION IN CHILD DEVELOPMENT AND GERONTOLOGY

This course is designed to address specific aspects of therapeutic intervention for the pediatric and geriatric population. In the area of pediatrics, students are instructed in normal/ abnormal development sequence, with emphasis on equilibrium and righting actions. With respect to geriatric patients, students are trained to recognize and treat age-related changes affecting all biological systems.

PTA 103: PHYSICAL THERAPIST ASSISTING PRACTICUM I

Each student is assigned to a clinical setting that exposes the student to practical application of those principles and techniques covered in PTA 101, 102, and 106. The student meets periodically during the weeks with his/her ACCE for review and help with any encountered difficulties.

PTA 201: PRINCIPLES OF PHYSICAL THERAPIST ASSISTING II

Students continue to gain skills in the assessment of various aspects of the human body. Sensory testing, balance and coordination, righting, and equilibrium reaction are covered. The anatomy and physiology of the

nervous system are reviewed, and pathologies are examined in depth. Techniques in neuro-rehabilitation are introduced.

PTA 203: PHYSICAL THERAPIST ASSISTING PRACTICUM II

This course offers students opportunities to practice Physical Therapist Assisting. Assignments are made on the basis of demonstrated need for additional knowledge and/or skill. Students are assigned to hospitals, nursing homes, sub-acute hospitals, and pediatric facilities.

PTA 209: THERAPEUTIC EXERCISE

Students are introduced to the basic concepts of Exercise Physiology. Current exercise techniques are presented and practiced. The student is trained in the use of various exercise equipment, including isokinetic machines. Importance is given to the development of patient programs to improve posture, strength, power, endurance, flexibility, and relaxation.

BIO 222: KINESIOLOGY

The principles of force and leverage are emphasized in this course. The kinematics and kinetics of human movement are also covered. The course will include aspects of the skeletal, muscular, and nervous systems as they apply to human movement. Goniometry, ROM, and lever systems are revisited in the laboratory. These above principles are discussed in the context of practical application by a Physical Therapist Assistant.

PTA 202: PRINCIPLES OF PHYSICAL THERAPIST ASSISTING III

The course focuses on orthopaedic pathologies and rehabilitation, burns, cardiac rehabilitation, respiratory pathologies and treatments, prosthetics, and orthotic management. The course also covers the management of the geriatric patient, and ethical issues related to the administration of the Health Care System.

PTA 205: PHYSICAL THERAPIST ASSISTING PRACTICUM III

Students receive more opportunities to practice Physical Therapist Assisting. Assignments are made on the basis of demonstrated need for additional knowledge and/or skill in a given area. Students are assigned to hospitals, nursing homes, sub-acute hospitals, pediatric facilities, and various outpatient facilities.

PTA 206 PROFESSIONAL ISSUES IN PHYSICAL THERAPIST ASSISTING

This program will help PTAs to better understand their professional responsibilities and develop strategies to better meet the challenges of practice in the current environment. We also examine current initiatives affecting the field that will likely impact on physical therapy practice in the future. Preparation of a resume and job interview skills will be included. Finally, this course will cover the application process for State licensure as a PTA, as well as complete their application to sit for the National Physical Therapy Examination for Physical Therapist Assistants.

ACADEMIC STANDARDS FOR THE PHYSICAL THERAPIST ASSISTANT PROGRAM

Academic standards are those measures, which the faculty has selected to ensure the student's quality of performance. These policies are guidelines that the faculty uses to determine a student's readiness to progress from one level to the next. There are also policies and guidelines under which a student who did not progress satisfactorily will be dismissed from the program.

1. A minimum grade of "C" (75) must be achieved in all Physical Therapist Assistant courses. Achievement of a grade below "C" requires repetition of the course.
2. A Physical Therapist Assistant course grade consists of a combination of theory, competency checkoff and laboratory work. Laboratory work is comprised of both written and laboratory practical competency exams. A numerical grade will be assigned for the written assessments (i.e. muscle/bone) and calculated into the final average. Students are required to practice laboratory skills on lab partners and as many other students as possible before being evaluated on the skill by a competency check-off. Lab competency exams are graded as **PASS OR FAIL**. A passing grade must be achieved in order to pass the course. If the clinical grade is unsatisfactory, an "F" will be recorded as the grade. Students must pass **ALL** competency exams. A student will be allowed only one retake per course. Retakes will be given with 2 faculty members present and will be scheduled at the mutual convenience of the instructors and student as close in time to the original exam as possible. At this time, the student must make an appointment with the instructor for a brief meeting to discuss areas of the skill that need improvement prior to attempting a retake exam. If the student fails the second (retake) competency exam, it will result in failure of the entire course. **NOTE: If the safety of the "patient" is compromised in any way, the student will automatically fail the entire competency exam.**
3. The content of test material of PTA examinations is cumulative. The weight of program content increases with each semester. Students are responsible for retention of previously learned materials as tests reflect this comprehensive knowledge.
4. Assignment of clinical affiliations is contingent upon successful completion of requisite coursework. All scheduled clinical affiliations receive evaluation forms that are completed by the clinical instructor in charge of the student. In addition, each affiliation receives a form (to be completed at the end of the first 5 full days) assessing compliance, professional behavior, competence and other areas of preliminary performance by the student. Failure of any clinical affiliation must be satisfactorily repeated. Depending on the degree or nature of the failure, every effort will be exerted to expedite the process of repeating the clinical affiliation, so as not to delay the progression of the student through the program.

Academic decisions regarding the status of a student in the Physical Therapist Assistant Program will be made by the faculty of the program in consultation with the Chair of Nursing & Allied Health Programs and other appropriate personnel.

READMISSION POLICY

Students who fail a PTA course or withdraw from a course are placed in an inactive status in the program. In order to be removed from inactive status, the student must apply for readmission. **Readmission to the program is not automatic.** The student must submit the Readmission Application found on page 35 in this handbook to the Program Coordinator, according to the time schedule listed below.

Time Schedule for re-application:

The PTA faculty will consider the application for re-admission. In addition, the student must demonstrate competence at the highest level of completed course material through passing both a comprehensive written and practical exam.

A student who receives below a grade of "C" in either the same PTA course two (2) times or two (2) different PTA courses will be dismissed from the Program. **Students may only be readmitted to the program one time regardless of the reason for leaving the program.**

A student absent from the program for more than one year must apply for admission to the program under the policy for new admission, as outlined above in this handbook.

THE GRADING SYSTEM

Grades are issued to students at the end of a semester or term. Grades issued at mid-term are warning grades sent only to those students performing at the "D" or "F" level. These mid-term grades are for advisory purposes only and are not recorded on the student's record. The grading system is:

A =	90-100
B+ =	86-89
B =	80-85
C+ =	77-79
C =	75-76
F =	below 75

I= Incomplete Note: Grade denotes student completed 75% of assigned course work with a grade of "C" or better but did not complete all course requirements. After six (6) months, the original "I" will be recorded as "F" if the assigned work has not been completed. (PTA students are not permitted to enroll in the next course in the PTA sequence if an "I" is received in a PTA course or prerequisite science course.)

W= Withdrawal: Note: Grade denotes official withdrawal from a course or from the College. PTA students must consult the PTA Program Coordinator before withdrawing from any PTA requirement. (See Lifeline, ECC Student Handbook for withdrawal procedures.)

Clinical Practica Grading Procedure

Clinical Instructors (CIs) are provided with a list of competencies upon which the students should be evaluated in each clinical practicum. The CI then evaluates the student in terms of how well they have performed those competencies during that practicum by making a mark on the 10cm analog scale of the CPI form. The ACCE then measures this mark to determine the level of achievement for each performance indicator. The grade is determined by calculating the mean score of all marked indicators, to calculate a percentage achievement score. The expected level of performance for each practicum is a minimum of 75%, or 7.5cm on the 10cm scale.

Example:

		X	
0	7.5cm		10cm

Grades are mailed by the Registrar to all students whose obligations to the College have been met. The grades are generally mailed to students within 48 hours after the last scheduled on-campus class or may be accessed online.

POLICY FOR WRITTEN WORK

The faculty believes that scholarship must be evident in written communication during the educational process. The following guidelines have been developed to assist you in writing clinical papers and reports.

1. Correctness of spelling, punctuation and proper grammatical form must be followed, as these will be reflected in grading your paper.
2. Neatness of work is essential. Writing must be legible. Proofreading is mandatory. All manual and computer typed work must be double-spaced with appropriate margins.
3. All work must be original. Plagiarism is cause for student disciplinary action (See "Lifeline"). Giving credit to an author/source is necessary. Students will use APA style, as this is the style utilized by most upper division programs.
4. Work is to be submitted on the date of the assignment. Late papers or reports may not be accepted.

Faculty is responsible for communicating to the students the criteria used for grading written assignments. Faculty makes every effort to grade papers in a timely fashion so that student reinforcement can take place.

ARTIFICIAL INTELLIGENCE TOOLS STATEMENT

Artificial Intelligence (AI) resources may only be used if an assignment clearly states that is an acceptable option or if the instructor explicitly permits it in the syllabus. In such cases, you may only use the specific tools identified as acceptable and you must adhere to the College's standards for attribution, validation, and transparency. This means that you must (1) fully document all material that was not generated by you, (2) check information generated by AI and take full responsibility for its accuracy, and (3) identify where and how you used any AI tools and how they contributed to your work. Assessment may focus on how you improve on and surpass the initial contributions of the AI. Use of any AI tools without permission is unacceptable and will be considered as an academic integrity violation - an act of plagiarism which can result in the failure of the assignment. If you have any doubts about what is acceptable please discuss them with the instructor of the class. The institution is actively securing software that detects the use of Artificial Intelligence Tools.

POLICY FOR RECORDING IN CLASS

Students may record lectures with the permission of the teaching faculty member, however such recording shall not be shared, broadcast or distributed without the expressed written consent of the faculty member. Students **shall not** record examination review sessions or any discussion of examination questions and/or Answers. The faculty member will make the final decision regarding the permissibility of recording via any media.

POLICY FOR VIDEORECORDING

Competency check-off exams and laboratory sessions may be video recorded by Faculty and utilized as a teaching tool and/or peer review. Students will be required to sign an authorization for such recording.

ATTENDANCE POLICIES

Physical Therapist Assistant students are required to attend ALL scheduled classes and clinical laboratories at the time scheduled. Students are expected to provide documentation to support the reason for any absence. Attendance is recorded at the beginning of each classroom, laboratory and clinical session. Late admission to the class/clinical session is at the discretion of the teaching faculty member.

All tests which are missed due to absence will receive a number grade of "0". If the absence is found to be warranted and is accompanied by documentation, the student may be given an opportunity to take a make-up examination. *The student is responsible for contacting the instructor to arrange for testing. Failure to comply with this requirement within one (1) week will result in a final grade of "F" for missed test(s).* Students must be on time for classes. In the clinical affiliation, the student must be at the assigned affiliation at least ten (10) minutes before starting time or at the time required by the clinical site. Extreme lateness in the clinical affiliation may result in an absence when tardiness results in the student's inability to meet clinical objectives.

TARDINESS POLICIES

Regarding student attendance, the complex nature of the classroom work and the need for continuity in patient treatment requires that specific guidelines be set. **The rules are as follows:**

TARDINESS TO LECTURE AND LABORATORY

1. The student must adhere to the time set by the school for class attendance. PTA Program policy states that **15 minutes late shall constitute an absence. Repeated lateness constitutes unprofessional conduct and will require consultation with the instructor.**
2. If the student is late to class, he/she must inform the instructor at the end of the period giving him the reason for his tardiness. If lateness is anticipated, the student must call in advance to advise the instructor.

TARDINESS TO CLINIC

1. The student must adhere to time schedule set by the clinical site. Not all sites have the same time schedule.
2. If the student anticipates tardiness, he/she must notify the Clinical Instructor (CI) **AND** the Academic Coordinator of Clinical Education (ACCE) by telephone or email at least one (1) hour before the scheduled starting time.
3. If the student does appear a few minutes late, he/she must report directly to the CI to explain the reason for the tardiness. A student who arrives late for clinic twice may require a conference with the CI and ACCE. Continued tardiness may result in failure of the affiliation. The student will be

required to successfully repeat the affiliation in order to meet the requirements for that course and continue in the program sequence. In some cases, this may result in delay in completing program requirements by one (1) full year.

4. Failure to notify the ACCE as outlined above shall be concerned unexcused and may result in the student being placed on probationary status for that clinical assignment.

ABSENCE FROM LECTURE AND LABORATORY

1. If the student is to be absent, he/she **MUST** contact the course instructor directly.
2. **The student may be allowed to be absent 2 sessions with a reasonable cause. One session constitutes a 1.5-hour lecture or a single lab session.** A third absence will result in a conference with the instructor. Additional absences without reasonable cause may constitute dismissal from the program. A student who has been dismissed from the program because of poor attendance may petition the Executive Committee of the Physical Therapist Assistant Student Organization for reinstatement during that semester. The Program Coordinator will convene a committee to hear the student's request. The Committee consists of the 1st and 2nd year class President and Vice President and each class representative. The Committee will hear the student's request and render a binding decision. Poor attendance is defined as being absent for 3 lectures or 3 laboratories without an excuse submitted by a licensed physician. Lateness is considered unprofessional behavior. Arriving 15 minutes late for class constitutes one absence.

ABSENCE FROM CLINIC

1. Absences will be unexcused except for serious illness or death in the family. The student must adhere to the daily times set by the school and clinic for clinical attendance. Students are **NOT** excused from their clinical assignment when ECC is closed for holidays or inclement weather.
2. If the student is to be absent, he/she must inform the clinic and the ACCE of the absence at least one hour prior to designated start time. If no one is available at the time of your call, leave a telephone number where you can be reached. It is the student's responsibility to call back to assure the (your) message was received if you have not received a return phone call. Failure to notify the clinic and ACCE may result in the loss of ½ grade for each instance.
3. **The student may be allowed one absence, at the discretion of the CI and ACCE.** The student may be required to make up the absence. It is the decision of the clinical affiliation as to where and how this will be accomplished. A second absence will necessitate the need for a conference with the Clinical Instructor (CI) and the ACCE instructor. **A second absence may result in the student being dismissed from that affiliation and would constitute an Incomplete Grade for that clinic.** Makeup of missed time may jeopardize the successful completion of the affiliation. Clinical absences are not to be made up at the expense of lecture time. All excused absences (supported by documentation) may need to be made up during evening hours or Saturday (if the department is open). Unexcused absences may result in a failing grade for the clinical affiliation and the entire affiliation must be repeated. In the event that this occurs mid-semester the student will not be allowed to progress to the next level. Since the program runs on a yearly cycle, the completion of the program will be delayed by one (1) full year (Refer to readmission policy on page 15)

CLINICAL SCHEDULE POLICY

An integral component of the program is the experience gained in several supervised clinical settings. The student is assigned to various hospitals, private practices, pediatric, orthopedic institutions and centers for this experience. Clinical placements will be based on individual academic needs and convenience, as reasonable and available. Students will not be placed in a clinic where they have previously been employed, are accepting a job or have any financial interest. The PTA faculty assigns the clinical affiliation. A student may need to travel a significant distance to the clinical site due to availability of appropriate affiliations. It is the student's responsibility to provide his/her own transportation. The clinical hours assigned to a student vary with clinical affiliates and in some instances, students will need to re-arrange their outside schedules to ensure compliance with their clinical requirements.

Assignment of clinical affiliations is contingent upon successful completion of requisite coursework. All scheduled clinical affiliations receive evaluation forms that are completed by the clinical instructor in charge of the student. In addition, each affiliation receives a form (to be completed at the end of the first 5 full days) assessing compliance, professional behavior, competence and other areas of preliminary performance by the student. Failure of any clinical affiliation must be satisfactorily repeated. Depending on the degree or nature of the failure, every effort will be exerted to expedite the process of repeating the clinical affiliation, so as not to delay the progression of the student through the program.

CLINICAL CLEARANCE REQUIREMENTS

Many clinical agencies mandate certain clearance requirements for all individuals engaged in patient care. The program utilizes an outside service by the name of CastleBranch, to collect, maintain and review these requirements. All students enrolled in the PTA program must undergo criminal history background checks. Furthermore, ***certain clinical facilities may require additional screening***. This may include drug screening which is the responsibility of the student and which will be conducted consistent with College Regulation 5-6 found herein. The reassignment of a clinical site will not be accommodated due to student's inability to comply. **If a student is denied clinical placement by clinical agencies due to criminal history information or drug screen results, the student may have to withdraw from the course. In this event, the student will be unable to meet the clinical objectives of the PTA program and would thus need to withdraw.** All required **health records and BLS certifications** must be current prior to starting clinical rotation.

CLINICAL POLICIES AND CLINICAL ATTIRE

One of the objectives that will be assessed in clinic is the presentation of a professional appearance; therefore, the following guidelines must be adhered to:

1. All students are required to be appropriately attired. Exceptions may be made in those clinics that do not require uniforms:
 - Although there is no specific uniform required, all students must be professionally attired as follows: collared dress shirt/blouse and dress slacks for both female and male students.

Jeans, sneakers and workboots will not be permitted. All students are required to purchase and must wear a white lab coat with ECC logo and identification tag (see below), so that they are easily identified as students. In addition, students are verbally introduced to the patient by the Clinical Instructor and will introduce themselves. Any patient may decline to participate in clinical education without fear of recrimination.

- In the event that the clinical affiliation requires the student to wear surgical scrubs or uniform and the facility does not supply them, it is the student's responsibility to purchase them.
2. **Conservative dress shoes (no sneakers, work boots or open-toe shoes),** are to be worn at **all** times. The students are responsible for the appearance of their footwear.
 3. **Identification:**
 - An Essex County College shoulder patch is to be worn on the left shoulder of all laboratory coats.
 - A nametag identifying you as an Essex County College Physical Therapist Assistant student is to be worn over the left breast pocket.
 - Each student is responsible for the purchase of a uniform, ECC patch and nametag.
 4. **Personal Appearance:**
 - Hair is to be kept within acceptable lengths. No rollers, hair bands, or head coverings are to be worn to clinic. Men will be clean-shaven or will have their beard and mustache well trimmed.
 - Nails are to be kept short and neatly filed. The length is not to exceed the fingertip. If nail polish is worn at all, it must be free of chips and cracks to maintain proper hygiene.
 - The student is responsible for appropriate personal hygiene.
 - No rings other than wedding bands or engagement rings. No elaborate earrings. Small pierced earrings are acceptable, however; ornamental adornment for any other piercing of the body is not acceptable. **A plain watch with a second hand may be required.**

The CI reserves the right to remove any student from clinic who is not properly attired, and patients reserve the right to refuse treatment by any student.

RULES AND REGULATIONS FOR LABORATORY EXPERIENCE IN THE CLASSROOM

1. Students are not allowed to eat, drink or chew gum in the PTA laboratory or classroom.
2. No children may be brought in to accompany relatives (students) while regularly scheduled or by-appointment use of the PTA laboratory is in session.
3. After each laboratory session, all supplies utilized for practice must be returned to their appropriate places. The lab must be left clean and neat. One student will be assigned responsibility to ensure that the class adheres to this policy.
4. All students are required to wear laboratory clothes as follows: shorts and halter tops, sports bras or bathing suits for women and shorts for men. Men will be required to remove their shirts for examination and palpation purposes. Laboratory skills must be practiced on each other. This includes

palpation (touching) of surface anatomy and exposing body parts while maintaining modesty and dignity. Laboratory sessions may include (but are not limited to) practical application of modalities as well as manual techniques and participation with additional novel equipment brought in by outside vendors. This will require student's participation in mock patient scenarios or simulations. Every student will have the opportunity to participate in both the "patient" and "therapist" role. Modalities, manual techniques, transfers, therapeutic massage and various other interventions will be addressed which may involve the placement of electrodes, heat, cold, hands, etc. on exposed body parts for the purpose of practice and demonstration of the aforementioned techniques. At all times, students are expected to maintain professionalism and respect for their fellow classmates.

5. All students are required to follow Occupational Safety and Health Administration, program and college guidelines in lab and must report any safety incidents to the lab instructor immediately.
6. Students may require additional lab time during the semester. This time can be scheduled outside of regular lab time and must be supervised by an instructor to ensure student safety.

OFF-CAMPUS EDUCATIONAL EXPERIENCES

Students may have the opportunity to participate in off-campus educational opportunities in addition to clinical assignments. Refer to the Procedures Manual for Student Clubs and Organizations for specific travel policies and procedures. Student safety is a priority with all classroom, clinical and off-campus experiences. All students will adhere to OSHA and HIPAA guidelines during clinical assignments. Most facilities require students to participate in an orientation which includes review of all policies and procedures pertinent to student safety, emergency situations, universal precautions, hazardous materials, etc. It is the student's responsibility to review all pertinent policies regarding safety prior to working in the facility. When attending any off-campus activity (other than clinical affiliations), the student may be accompanied by one full-time faculty member who will ensure that the health policies and procedures of that facility will be observed. In the event the student is there without a faculty member, it is the student's responsibility to review said procedures.

ACADEMIC APPEAL

A student desiring to formally appeal a final grade will initiate the process by completing a **GRADE APPEAL** form and submitting it to the PTA Program Coordinator. The reason for the appeal should be stated with sufficient detail to ensure the opportunity for a clear response.

1. The form may not be submitted until one week after the end of the semester in which the grade was awarded.
2. An appeal may not be submitted later than six months after the end of the semester in which the grade was awarded.
3. If the student has not yet done so, the PTA Program Coordinator will ask the student to meet with the instructor to review the criteria used in determining the final grade.
4. If the student and faculty member cannot resolve the issue, the PTA Program Coordinator will meet with the student and the instructor within five working days.

5. When appropriate, the PTA Program Coordinator may ask a departmental committee to review relevant information and make a recommendation.
6. The meeting with the PTA Program Coordinator will not preclude the student's right to appear before the Grade Appeal Committee.
7. On merit, the PTA Program Coordinator may recommend that the instructor request a change of grade or recommend that the student accept the original grade.
8. If the student is not satisfied with the resolution suggested by the PTA Program Coordinator the appeal will be forwarded to the Divisional Appeal Committee.
9. The PTA Program Coordinator will convene a meeting of the Divisional Appeal Committee within ten working days.
 - a. A faculty member in the Division will chair the Grade Appeal Committee.
 - b. The student and the instructor will be asked to attend the meeting of the Grade Appeal Committee. Each will be asked to address the Committee directly, and at the committee Chair's discretion, some discussion or dialogue may occur.
 - c. The Committee will make recommendation to the PTA Program Coordinator who will notify the student of the Committee's decision within 10 days of the meeting.
10. If the student is still unsatisfied with the resolution suggested by the Divisional Committee, the appeal will be forwarded to the Chair of Nursing and Allied Health.
11. The Chair of Nursing and Allied Health will meet with the student in an attempt to mediate a resolution.
12. If there is a failure to bring the matter to resolution, the Chair of Nursing and Allied Health will bring the matter to the Executive Dean of Faculty and Academics, who will meet with the student in an attempt to mediate a resolution. Failure of the Dean to bring the matter to resolution the Dean will convene a meeting of the College Wide Grade Appeal Committee.
13. In addition to the Dean, the Committee will have six members:
 - a. A faculty member from the department offering the course for which the appeal is being made.
 - b. A full-time faculty member selected by the student.
 - c. The Chair of the Academic Standards and Assessment Committee.
 - d. The Dean of Students or designee.
 - e. A student representative identified by the Dean of Student Success to serve as a student advocate.
 - f. A Division Chair from a department other than that from which the appeal arises.
 - g. In instances where the course was taught at the branch campus or another off-campus site, a representative from that site may be added to the Committee.
14. When appropriate the Dean may identify an individual outside the institution with appropriate expertise to review material and/or make recommendations.
15. The student and the instructor will be asked to attend the meeting of the Grade Appeal Committee. Each will be asked to address the Committee directly, and at the Committee Chair's discretion, some discussion or dialogue may occur.
16. The Grade Appeal Committee will discuss the matter further in private and make one of the following recommendations to the Academic Dean:
 - a. Affirm the grade as appropriate, or
 - b. Recommend that the instructor request the grade be changed.
17. The Dean will meet with the faculty member, the Division Chair and the PTA Program Coordinator to ensure implementation of the Committee's recommendations.
18. The Grade Appeal Committee is the final level of appeal. The Dean chairing the Committee will communicate decisions of the Committee to both parties. *(Adapted from Essex County College Lifeline*

SOCIAL MEDIA

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

As both a professional ethic and legal requirement students are expected to maintain patient confidentiality. Due to the public nature of social networking sites, privacy and professionalism may potentially be compromised. Students may not post anything that compromises patient or peer confidentiality. This includes, but is not limited to, names, references to the clinical site or clinical staff, classmates, instructors, pictures of any part of the patient's body, pictures of patients and any information that may identify the patient or peer. No photographs should be taken or posted of any patients, staff or the facility. Students should refrain from posting any comments about their clinical experience, site clinical instructor, patients, instructors, classmates or any other staff member on their personal social networking profile, visa text messaging, Instagram, Snapchat, Tik Toc, Twitter feed or any other electronic networking medium. Failure to comply with the policy stated above may result in the student being remove from the program immediately.

PROCESS FOR FILING A GENERAL COMPLAINT

Definition:

A General Complaint is a verbal or written expression of dissatisfaction with your educational process. This includes, but is not limited to, substantive course content and the manner of instruction. It does not include grades appeals, disciplinary appeals, complaints of discrimination or sexual harassment, etc.

Step 1

Informal Resolution

The grievant will discuss the complaint with the PTA Program Coordinator within 10 working days.

Step 2

Formal Grievance

If, the grievant remains dissatisfied with the resolution at Step I, the grievant will, within 5 days, provide a written statement describing the complaint and present it to the PTA Program Coordinator, who will convene a committee of faculty and counselors to review the complaint and attempt to resolve it. The PTA Program Coordinator will, within 10 working days, present in writing a finding, recommendation and final decision to the grievant.

Step 3

If the grievant still believes the complaint has not been resolved, the grievant will present the written statement, the finding, recommendation and final decision of the committee to the Chairperson of Nursing and Allied Health for resolution within 5 working days. If the grievant still believes the complaint has not been

resolved, the grievant will present the written statement, the finding, recommendation and final decision of the committee to the Executive Dean of Faculty and Academics. The Executive Dean of Faculty and Academics will review the findings and make a recommendation within 10 working days. The decision of the Dean will be final.

INCIDENT REPORT

Any incidents that occur on or off-campus or at an affiliating agency must be reported to the clinical instructor, chief therapist, CCCE or facility head. Agency policies regarding such incidents must be followed. The student must report incidents in a written memo to the Program Coordinator.

STUDENT ACTIVITY

There are many opportunities at Essex County College for you to participate in an extracurricular campus life. The College encourages and supports a variety of activities, which broaden and enrich students in preparation for participating effectively in the world around them.

Lectures, concerts, plays and athletic events are some of the activities sponsored by the College. Although participation is encouraged, student activities must not interfere with lectures or clinical practicums.

The Student Government Association is the official representative of the students at Essex County College and is the chartering agent for all student organizations. Students carrying six credits or more in an approved program are eligible to hold office in the Student Government. There is a PTA student group with membership open to all PTA students.

PROFESSIONAL SOCIETY

All enrolled students are encouraged to apply to the American Physical Therapy Association for student membership.

COLLEGE PUBLICATION

The ECCO is the student newspaper of Essex County College. The student with the participation of the entire college community also publishes a yearbook.

MARTIN LUTHER KING JR. LIBRARY

The library contains a collection of books, slides, videotapes, film strips and various audiovisuals, many related to allied health. Audiovisuals are available to the students to reinforce previous learning and gain mastery of theory and related skills, to improve learning using multisensory approach, and to introduce new factual material which the student can learn at their own pace. Radiography textbooks are kept on reserve in the library. The library also subscribes to and keeps current issues of the ASRT Radiology Journal. The library is open at times that classes are in session (hours posted outside the library).

LEARNING CENTER

The goal of the Learning Center is to provide learning support services in multiple disciplines through tutoring by peer and professional Learning Associates. The Center increases student engagement in the

learning process, promotes a greater understanding of the tutored subjects, and supports overall student retention and academic success.

INFORMATION COMMONS

The Information Commons is a 21,000 square-foot student-centered technology-rich learning space which was officially launched in November 2017. With its main entrance off the 4th level of the Newark Campus Megastructure, the Commons is in effect the second floor of the Dr. Martin Luther King Jr. Library. The \$6.7 million renovation project was made possible by the 2012 New Jersey “Building Our Future” Bond. In the Commons, students, faculty and staff have access to a multi-use, state-of-the-art facility which includes: 141 computer stations providing integrated access to multimedia and electronic information; two heavy-duty printers with printer paper; seven collaborative classrooms with SMART technology, each with a seating capacity of 2428; one teaching lab equipped with 35 computer stations for bibliographic instruction; two breakout rooms for small group studies; and wireless network connection throughout the space.

SCHOOL CLOSINGS

When severe weather warrants closing of the College announcements will be made on the radio stations listed in Lifeline. In addition, students can log onto www.essex.edu where the school closing will be posted. Also, students are strongly encouraged to register for school closing and emergency notification on:

<https://www.essex.edu/wp-content/uploads/2023/01/School-Closing-Emergency-Alert-Notification.pdf>

PARKING

Parking facilities are available on a "first come-first served" basis for students in **the Parking Deck**. Students must purchase a decal for parking privileges for one semester. Students are subject to fines for various violations and are urged to contact the Security Department on Level Two for various fees, rules, regulations and fines.

STUDENT SUPPORT SYSTEMS/ DISABILITY SERVICES

Mental Health Counseling Services - If you or someone you know is experiencing mental health challenges at Essex County College and need to speak with a Mental Health Counselor, please contact Professor Cassandra Johnson in the Office of Student Development and Counseling located on the 4th floor, room 4122 between the hours of 9am and 5pm Monday-Friday. You can also email Professor Cassandra Johnson at cassandra@essex.edu to schedule a virtual or in-person session. Counseling services are free and confidential. If you are in a crisis, or after hours, please contact 911. The National Suicide Prevention and Crisis hotline also offers a 24-hour hotline at 988 or (800) 273-8255.

Essex County College welcomes students with disabilities into all of the college's educational programs. It is the policy and practice of Essex County College to promote inclusive learning environments. Essex County College provides reasonable accommodations to otherwise qualified students with disabilities in accordance with Board Policies, College Regulations and relevant laws.

If you have a documented disability, you may be eligible for reasonable accommodations in compliance with college policy, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and/or the New Jersey Law Against Discrimination. Please note, students are not permitted to negotiate accommodations directly with Professors, Academic Chairpersons, and Deans. To request accommodations or assistance, please self-identify at the Office of Student Development and Counseling with the Coordinator of Disability Services. The office is located on the main campus in Room 4122-I. Contact by telephone at 973-877-3071 or by email at

STUDENT FEES

An additional fee of \$78.00 will be assigned to all PTA courses which will be held in scholarship for each graduating student to cover the costs of state board licensing fees. Students who are required to repeat the course for personal or academic reasons will not be recharged the fee for the repeated course. No refund of this course fee will be provided to students if they withdraw from the program.

STUDENT MALPRACTICE INSURANCE

The students are covered by College insurance for liability, which may occur in the clinical assignment or Physical Therapist Assistant courses. Some clinics, however, may require that students have their own individual professional liability insurance. The cost of such coverage is approximately \$38 per year. Program faculty will assist the student in acquiring this coverage, but the cost is the financial responsibility of the student.

STUDENT HEALTH INSURANCE

Essex County College does not provide health insurance for students. The PTA students are encouraged to have an active health insurance policy. All students must present a certificate of good health, including evidence of immunization against communicable diseases, including Hepatitis B, and a chest x-ray before admission to the clinical area. Each student shall provide evidence that his/her own health is covered in case of sickness or accident by an appropriate insurance policy.

LICENSING EXAMINATION

The examination administered by the Federation of State Boards of Physical Therapy (FSBPT) and an independent testing service uses computerized testing at different specific testing sites.

BLS CERTIFICATION

All students must be certified in Basic Life Support (BLS) for Health Care Providers before beginning their first clinical assignment. This certification must be issued by or through the American Heart Association, the American Red Cross or an equivalent, and remain current throughout the program. Proof of BLS has to be submitted at the time of orientation. The student is responsible for having a current BLS card.

COMMITTEES

The PTA Class will form six committees. Each student is expected to participate in at least one committee:

- 1) Pinning Ceremony Committee
- 2) Fundraising Committee
- 3) NJ APTA Annual Meeting Committee
- 4) Research Committee

- 5) Physical Therapy Week Committee
- 6) Executive Committee

Each committee will report once a month to the Program Director and to Faculty.

PINNING CEREMONY

There will be a pinning ceremony held annually in May to honor the graduating class. The Ceremony is student sponsored and student centered. Senior class officers along with the Student PTA Organization and the Office of Student activities will plan, organize and sponsor the event. A faculty advisor will be assigned to monitor the planning process and provide assistance.

Attendance at Pinning requires completion of all course requirements. Students with an “I” grade in PTA 202 or 203 may participate in the pinning ceremony provided they sign a waiver indicating their understanding that participation does not indicate graduation from the program.

GRADUATION REQUIREMENT

Students must have a cumulative grade point average of 2.0 or better to be eligible for graduation. The student must earn a “C” or better in all major courses. Credit transferred from other colleges will be included in the total number of credits earned. The cumulative college grade point average will only include grades at Essex County College.

AWARDING OF DEGREE OR CERTIFICATE

All matriculated students are evaluated for completion of degree requirements when they have earned 45-college level credits. A non-refundable fee of \$50 is charged to cover cost of degree audit, cap and gown, diploma, and yearbook for graduates. The registrar's Office will notify graduates of their graduation status. Degrees are conferred at the annual commencement in June. **All graduates are expected to participate in graduation exercises.** Use the checklist in this handbook to determine if you are eligible for graduation.

HEALTH CLEARANCE

Students admitted to the program must have a physical examination and health clearance performed by their personal physician. The student is required to submit the physical form and a letter indicating their health clearance status to the department. **You will not be allowed to register for any PTA courses until ALL requirements for clearance are met.** This includes required immunizations such as the first two injections of the Hepatitis B vaccine and an *annual two-step PPD* test. Hepatitis B vaccine must be completed prior to registration for PTA 102.

Students must also obtain the varicella vaccine. If the student is aware that they were exposed to varicella (Chickenpox), they may choose to present the results of a varicella titer identifying that they have immunity.

Health Immunization requirement include:

- 1) Medical form: physical examination prior to start of the PTA program.**

2) Hepatitis B series or titer indicating effective immunization 3) MMR#2 or titer indicating effective immunization (exempt if born before 1957) 4) Varicella or titer indicating effective immunization 5) Tuberculosis screening yearly (PPD or blood test, chest X-ray if positive) 6) Influenza Vaccination (some clinics may not accept students without immunization) 7) COVID Immunization (required by most clinics)

If a private physician determines that regular monitoring of a pre-existing condition or chronic illness is required, evidence of compliance will be necessary for continuation in the program.

You will not be allowed to attend any clinical courses in the PTA Program until **ALL** requirements for clearance are met. This includes required immunizations listed above. Should you become pregnant, it is suggested that you notify the PTA faculty immediately. The clinical setting might be hazardous to a developing fetus.

INFORMATION ABOUT HEPATITIS B VACCINE (RECOMBIVAX HB)

THE DISEASE

Hepatitis B is a viral infection caused by Hepatitis B Virus (HBV) which causes death in 1 % to 2% of patients. Most people with Hepatitis B recover completely but approximately 5% to 10% become chronic carriers of the virus. Most of these people have no symptoms but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis; HBV also appears to be causative factor in the development of liver cancer. Thus, immunization against Hepatitis B can prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.

THE VACCINE

RECOMB IV AX HB (Hepatitis B Vaccine (Recombinant), MSD) is a noninfectious subunit viral vaccine derived from hepatitis B surface antigen (HBsAG) produced in yeast cells. A protein of the hepatitis B virus gene, coding for HBsAG, is cloned into yeast, and the vaccine from hepatitis B is produce from cultures of the recombinant yeast strain according to methods developed in the Merck Sharp & Dome Research Laboratories.

The antigen is harvested and purified from fermentation cultures of a recombinant strain of the yeast *Saccharomyces cerevisiae* containing the gene for the subtype of HBsAG. The HBsAG protein is released from the yeast cells by cell disruption and purified by a series of physical and chemical methods. The vaccine contains no detectable yeast DNA but may contain up to 4% yeast protein.

The vaccine against hepatitis B from recombinant yeast cultures is free of association with human or blood products. Recombivax HB is a sterile suspension for intramuscular injection; however, it may be administered subcutaneously to persons at risk of hemorrhage following intramuscular injections. Each 1.0 ml dose of the adult formulation vaccine contains 10 mcg of hepatitis B surface antigen adsorbed onto approximately 0.5 mg of aluminum hydroxide; each 0.5 ml dose of the pediatric formulation vaccine contains 5 mcg of hepatitis B surface antigen adsorbed onto approximately 0.25 mg of aluminum hydroxide; each 0.5 ml dose of the pediatric formulation vaccine contains 5 mcg of hepatitis B surface antigen adsorbed onto approximately 0.25 mg of aluminum hydroxide. Both formulations contain thimerosal (mercury derivative) 1:20,000 added as a preservative. Both preparations have been treated with formaldehyde prior to adsorption onto alum. The vaccine is of the adw subtype. RECOMBIVAX HB is indicated for immunization of persons at risk of infection from hepatitis B virus including all known subtypes.

Full immunization requires three doses of vaccine over a six-month period although some persons may not develop immunity even after three doses. There is no evidence that the vaccine has ever caused hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

POSSIBLE VACCINE SIDE EFFECTS

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. A few persons experience tenderness and redness at the site of injection. Low-grade fever may occur. Rash, nausea, joint pain and mild fatigue have also been reported. The possibility exists that more serious side effects may be identified with more extensive use.

If you have any questions about hepatitis B or the hepatitis B vaccine, please ask the Health Service. If you have a justifiable reason to refuse the vaccine, you must sign a waiver form, which will be kept on file in the Health Service. However, refusal may limit the clinical agencies available for clinical instruction.

STANDARDS OF ETHICAL CONDUCT FOR THE

PHYSICAL THERAPIST ASSISTANT

EFFECTIVE August 12, 2020. For more information, go to www.apta.org/ethics.

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. Physical therapist assistants are guided by a set of core values (accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility). Throughout the document the primary core values that support specific principles are indicated in parentheses. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients and 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. The APTA Guide for Conduct of the Physical Therapist Assistant and Core Values for the Physical Therapist and Physical Therapist Assistant provide additional guidance.

Standards

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

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

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

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

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Standard #5: Physical therapist assistants shall fulfill their legal and ethical obligations.

5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

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

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.

PTA RESOURCES

PHYSICAL THERAPIST ASSISTANT PROGRAM - Rooms/Phone Extensions

Name	Room / Area	Ext.	Email/Web Address
Dr. Gale Gage	200 CHS	3485	gage@essex.com
Dr. Christine Stutz-Doyle	G04 CHS	3456	stutz@essex.edu
Dr. Tom Donofrio	G04A CHS	3475	tdonofri@essex.edu
Dr. Kevin Lawless	G04B CHS	3007	klawless@essex.edu
PTA Skills Lab	G09		
Nursing Skills	208 CHS	3377	
Financial Aid	3 rd Level Megastructure	3200	
Student Success Area	4 th Level Megastructure		All Counselors, Registrar, Bursar
MLK Library	2 nd Level Mega Structure	3238	
Differently-Abled Support Services	4122-I	3071	disability@essex.edu

Additional Support Services	Essex County College <i>Lifeline</i> Student Handbook		
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Middle States Commission on Higher Education
3624 Market Street, 2nd Floor West, Philadelphia, PA 19104
Telephone: (267) 284-5000
Website: <http://www.msche.org/>
E-mail: info@msche.org

Commission on Accreditation in Physical Therapy Education (CAPTE)
APTA Headquarters: Accreditation Department
1111 North Fairfax Street, Alexandria, Virginia 22314
Telephone: (703) 706-3245
Website: <http://www.capteonline.org>
E-mail: accreditation@apta.org

NJ State Board of Physical Therapy Examiners
124 Halsey Street, Newark, NJ, 07101
Mailing Address: P.O. Box 45014, Newark, New Jersey 07101
Telephone: (973) 504-6455
Website: <http://www.njconsumeraffairs.gov/pt/>
E-mail: physicaltherapy@dca.lps.state.nj.us

Federation of State Board of Physical Therapy (FSBPT)
124 West Street South, Third Floor, Alexandria, VA 22314
Telephone: 703-299-3100

Website: <https://www.fsbpt.org>

COLLEGE REGULATION 5-6 SUBSTANCE ABUSE EDUCATION, PREVENTION AND MANAGEMENT FOR ECC STUDENTS

Purpose:

To establish a program at Essex County College with the goal of promoting a drug-free environment for students and the College community.

Application:

The Essex County College substance abuse programs shall have the following four components: educational, preventive, management, and administration. References to student athletes are noted throughout this Regulation and the attached procedures, because the College is subject to sanctions based on conference rules, which prohibit the use of certain substances. As a result, adherence to this Regulation is of special importance to those who represent the College connection with intercollegiate athletic activities.

References to Nursing and Health Sciences students are noted throughout this regulation because of the requirements of the bodies which accredit the College's nursing and allied health programs and licensing agencies.

Prohibited substances are any controlled substances prescribed by Federal or State law including but not limited to amphetamines, barbiturates, alcohol, benzodiazepines, cannabis derivatives, cocaine, opiates, methaqualone and PCP.

1. Educational Programs

(a) The Substance Abuse Counselor and either the Director of Athletics, Program coordinators/chairs (as appropriate), in concert with an advisory committee, will provide periodic meetings with prospective student athletes, prospective Nursing and Health Sciences students, and the student body at large.

(b) Resources of the College and the community will be utilized in the educational component.

2. Preventative Component

The advisory and counseling resources of the College and specialized counselors will be provided.

3. Management Component

(a) Referral for substance abuse counseling will be based on observations and recommendations of coaches, athletic staff members, Nursing and Allied Health faculty, clinical facilities accommodating students, and the College Department of Public Safety;

(b) Student Judicial Procedures shall be invoked where indicated;

(c) Testing of student athletes or Nursing and Health Sciences students shall occur based on mandatory clinical clearance requirements, behavioral observations by and recommendation of athletic personnel or Nursing and Health Sciences faculty who have been trained in substance abuse symptomology, or where such observations have been made by a clinical facility;

(d) Testing may be repeated as warranted by observation and recommendation of trained staff and/or treatment facilities;

(e) Students who test positive for drugs will be subject to sanctions stipulated in the judicial procedures of the College. Students who test positive for drugs will be subject to immediate suspension from participation in the clinical component of any program and may be required to withdraw from the program due to the inability to meet clinical requirements (where appropriate). If the students are athletes, additional sanctions may be imposed in accordance with athletic rules and regulations.

4. Administration

(a) A statement of this regulation will be provided to all students and circulated for college staff.

(b) All student athletes and students in Nursing and Health Sciences shall sign a consent form acknowledging receipt of this regulation.

**Essex County College Department of Nursing & Allied Health
READMISSION APPLICATION TO THE PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM**

Name: _____ **ID #** _____ **Date:** _____

I am requesting re-admission for Fall/Spring/Summer (Circle one) 20____ for the PTA program

Entered ECC: (Semester/ Year): _____

Entered PTA program: (Semester/Year): _____

The reason I was not successful in the PTA program: (check all that apply) ☐ **Medical (attach proof)**
☐ **Academic** ☐ **Financial** ☐ **Employment – Hrs work per week** _____ ☐ **Personal**
☐ **Other-** _____ ☐ **Legal (attach proof)**

I am aware that I am only eligible for re-admission one time. In addition, the student must demonstrate competence at the highest level of completed course material through passing both a comprehensive written and practical exam.

I have not been re-admitted to the program in the past. I am aware that this form is only applicable to students who are absent from the program one year or less.

Signature: _____

Date: ____/____/____

Email address: _____

Submit completed form via email to ptapro@essex.edu

**Time Schedule for re-application:
March 1st for the Fall Semester July 1st for the Spring Semester January 1st for the Summer**

Adopted: July 2015 Revised: January 2023



PHOTOGRAPHIC CONSENT AND RELEASE FORM

I hereby authorize Essex County College at 303 University Avenue, A. Zachary Yamba Building, Newark, NJ 07102 (College), and those acting pursuant to its authority to:

- (a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium.
- (b) Use my name in connection with these recordings.
- (c) Use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, CD-ROM, Internet/WWW) these recordings for any purpose that the College , and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts.

I release the College and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of the College. I have read and fully understand the terms of this release.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Signature:

_____ Date: ____/____/____

Parent/Guardian Signature (if under 18):

_____ Date: ____/____/____

AUTHORIZATION FOR THE RELEASE OF MEDICAL RECORDS

To: Essex County College
303 University Avenue Newark,
NJ 07102

Date: _____

Re: Student's Name: _____

Address: _____

City, State, Zip: _____

Student ID# _____

You are hereby authorized and requested to disclose, make available and furnish to:

Academic Coordinator of Clinical Education

Essex County College Physical Therapist Assistant Program

303 University Avenue, Newark, NJ, 07103

All information including, but not limited to, records, x-rays, reports or copies thereof relating to my examination, consultation, treatment or other medical records and to permit her/him to inspect and make copies or abstracts thereof.

A photocopy of this release form, bearing a photocopy of my signature, shall constitute your authorization for the release of the information in accordance with the request made to you.

This authorization shall be effective for as long as I am performing the clinical education component of the Physical Therapist Assistant Program until I issue a written revision. I agree to indemnify and hold harmless Essex County college, its respective directors, officers, agents, employees from any and all claims, responsibility, costs (including attorney's fees) or liability of any nature, kind and description, whatsoever, relating directly or indirectly or in any way arising from the release of any documents or records pursuant to this authorization

Student Signature _____

ESSEX COUNTY COLLEGE

PTA PROGRAM HANDBOOK RECEIPT

I HAVE RECEIVED THE PTA HANDBOOK AND HAVE HAD THE CONTENTS FULLY EXPLAINED BY A MEMBER OF THE PHYSICAL THERAPIST ASSISTANT FACULTY.

I UNDERSTAND THE CONTENTS OF THIS DOCUMENT AND AGREE TO ADHERE TO ALL REGULATIONS, POLICIES AND PROCEDURES CONTAINED WITHIN IT.

ONCE I HAVE SIGNED THIS DOCUMENT, I AM RESPONSIBLE FOR FOLLOWING THE POLICIES AND PROCEDURES DESCRIBED HEREIN.

NAME: (PRINT) _____

STUDENT IDENTIFICATION NUMBER: _____

DATE: _____

SIGNATURE: _____

[illegible]

Survey Information

Age:_____ Sex:___M___F___

Marital Status: Single Married Children: Y N # of children

Race: Black White Asian Hispanic Native American Other

Ethnicity or Cultural Background: _____ Language spoken at home: _____

Previous Health Care experience? ___Y___N Working? ___Y___N #Hrs./week___

Previous College Degree: _____ Yes _____ No If yes, what level and major?

This information is used only for reporting to accreditation agencies regarding group information and will be removed from your permanent file.