PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK

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PTA Office LA 118

PURPOSE OF STUDENT HANDBOOK

This handbook is designed to serve as an information guide to assist in the orientation of students and to clarify policies, procedures, and expectation for all Associate in Science Physical Therapist Assistant students from entry into the PTA program to graduation. It is expected that each physical therapist assistant student will be familiar with information contained within this handbook to utilize as a resource for information and guidance for success in completion of the Physical Therapist Assistant Program.

Students will utilize the PTA Student Handbook to successfully guide them throughout the program with information about the PTA program, BC college wide policies, BC Student Handbook and BC course catalog included in the handbook. BC ‘s Student Handbook is found online at: http://globaldatebooksonline.com/flipbooks/bak/. Every student is required to sign the PTA checklist acknowledging you have read and understand expectations and requirements on all information listed in the PTA Student Handbook.

College Website: http://www.bakersfieldcollege.edu

Program Website: https://www.bakersfieldcollege.edu/kinesiology-health-athletics/physical-therapist-assistant
# Bakersfield College
## Physical Therapist Assistant Student Handbook

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I. INTRODUCTION

Physical Therapist Assistant Program Mission

The primary mission of Bakersfield College’s A.S. in Physical Therapist Assistant Program is to provide excellence in education to students with diversity in economic and cultural backgrounds preparing competent, critical thinking students for entry-level employment as physical therapist assistants in a variety of clinical settings through the study of kinesiology, patient management, ethics/laws, physical agents/modalities, pathology, orthopedic, neurological and cardio-pulmonary physical therapy as it applies to the physical therapist assistant. Upon graduation, students will be able to take the National PTA licensing exam and continue on to diverse employment opportunities including underserved rural areas to develop into future leaders of the healthcare community.

BC’s Mission statement’s congruency of the program’s mission statement with the institution and unit(s) missions. In accordance with Bakersfield College’s mission statement, the PTA program seeks to instruct students who are committed to high ethical standards, cultivate excellence, invest not only in self-learning but in the community and healthcare system as it pertains to physical therapy improvement, and is active in lifelong learning habits. The program is mapped out for the student to achieve their degree in 5 semesters in accordance with Bakersfield College’s Guided Pathways approach, which will allow the student to graduate and enter the workforce in a timely fiscally responsible manner. The program will accept 20 students for each cohort beginning in the Spring of 2022.

Bakersfield College’s Physical Therapist Assistant Associate of Science Program’s outcome goals are to produce clinically competent students with high-level critical thinking skills who communicate effectively while demonstrating professionalism, good ethical standards, and appreciation for life-long learning to graduate as entry-level physical therapist assistants ready to take the national exam for licensure and employment. These goals are congruent with our program goals listed in the program goal narrative in graduating students who are ready to become competent entry-level physical therapist assistant employees and meet the demand of Kern County stakeholders.
Physical Therapist Assistant Program Goals

1. Upon successful completion of the Physical Therapist Assistant Associate of Science Degree Program, the student will be able to show clinical competency with an 85% pass rate on the national PTA exam.

2. Upon successful completion of the Physical Therapist Assistant Associate of Science Degree Program, the student will be able to be competent, highly critical thinking, entry-level PTA clinicians upon graduation by demonstrating safe and efficient interventions in areas of inpatient, acute rehab, SNF, outpatient, and other related physical therapy facilities under the direction of a Physical Therapist as demonstrated with an 80% graduation rate of students who begin the PTA program.

3. Upon successful completion of the Physical Therapist Assistant Associate of Science Degree Program, the student will be able to demonstrate professional leadership and adhere to all ethical and legal regulations set APTA’s Code of Ethics and Guideline for Conduct of the Physical Therapist Assistant and CA PTA Laws and Regulation as evidence of a goal of 80% student membership in APTA.

4. Upon successful completion of the Physical Therapist Assistant Associate of Science Degree Program, the student will be able to demonstrate effective, professional communication skills orally and written between the patient, family/caregiver, and healthcare team as evident with a passing grade for all clinical rotations.

5. Upon successful completion of the Physical Therapist Assistant Associate of Science Degree Program, the student will be able to demonstrate clinical competency as measured by 100% safety through lab practical and clinical rotations in all patient care activities, including all functional mobility, modalities set up and therapeutic exercise.

6. Upon successful completion of the Physical Therapist Assistant Associate of Science Degree Program, the student will be able to transition to professional employment to meet industry entry-level PTA requirements, as measured by a goal of 90% employment of graduating class.
Accreditation

Bakersfield College’s Accreditation
Bakersfield College, approved by the Chancellor of the California Community Colleges, is officially accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and College, 10 Commercial Blvd., Suite 204, Novato, CA, an institutional accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and the U.S. Department of Education. It meets all standards of the California State Department of Education is listed in the Education Directory, Higher Education, Part 3, published by the United States Office of Education. The University of California, The California State University System and other colleges and universities give full credit for appropriate courses completed at Bakersfield College.

Physical Therapist Assistant Program Accreditation
Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Bakersfield College is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1st, 2021, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the professional/technical phase of the program; therefore, no student may be enrolled in professional/technical courses until Candidate for Accreditation status has been achieved. CAPTE Rules of Practice and Procedure January 2021 54 Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Statement of Non-Discrimination
In accordance with the requirements of the Civil Rights Act, Bakersfield College provides services and benefits to students regardless of race, color, national origin, ancestry, gender, age, religion, marital status, medical condition, or disability. The lack of English language skills will not be a barrier to administration and participation in vocational education programs. (Title VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendment of 1972; and Section 503 and 504 of the Rehabilitation Act of 1973; as amended.)
The Physical Therapist Assistant

Physical Therapy is a health care profession whose practitioners work in a variety of settings including hospitals, private practice, outpatient clinics, home health agencies, schools, sport and fitness facilities, skilled nursing facilities, and work settings. The Physical Therapist Assistant (PTA) is a member of the health care team who provides physical therapy services under the direction and supervision of a licensed physical therapist. The PTA helps people from all age groups with health or medical problems who have limited ability to move or perform functional activities in their daily lives. The PTA once graduated and licensed provides care through instruction to patients/clients' exercises for range of motion, strength, and coordination along with mobility training for functional activities such as gait, transfers and bed mobility with varying assistive devices, wheelchairs, crutches, canes, and walkers. The PTA is also skilled in soft tissue mobilization and usage of modalities/physical agents such as electrical stimulation or ultrasound and cryotherapy /thermotherapy. The PTA provides all services under the supervision of a licensed physical therapist.

Bakersfield College’s Physical Therapist Assistant Associate of Science Program provides concurrent didactic and clinical education. The program is 4 semesters in length (excluding prerequisite coursework) and begins each year in January. Students should anticipate making a full-time commitment to the program during the school year. The program is primarily scheduled during the day, but there may be weekend/evening classes or clinicals. Clinical education sites include hospitals, acute rehab facilities, outpatient clinics, and skilled nursing facilities in Kern County and surrounding areas. Students may be assigned to any clinical education center in any geographical location and must provide their own transportation to these centers.

There is an immediate demand for Physical Therapist Assistants currently in Kern County, with an average of 25 active postings and 13 hires monthly between September 2016-April 2018 in Kern County (Bakersfield College Program Review). There is no physical therapy or physical therapist assistant schools within 60 miles of Kern County to meet the needs of the above employer's needs. Bakersfield Community College began to develop a comprehensive needs assessment for an AS degree program with a detailed Program Overview and Labor Market Analysis of Physical Therapy prepared by the Central Valley/Mother Lode Center of Excellence to address the need for physical therapist assistants in Kern County. According to the comprehensive need assessment and data from local Kern County physical therapy employers, jobs are readily available with good income prospects and there is full employment for those who choose to work.

The Physical Therapist Assistant Associate of Science degree prepares graduates for the National Physical Therapy Examination (NPTE) and California Law Examination (CLE) for Physical Therapist Assistant by providing theory, skills and experience needed to perform at an entry level physical therapist assistant. To achieve the Physical Therapist Assistant Associate of Science Degree students must complete the required general education coursework for an Associate of Science Degree, the required core
technical courses with at least a “C” grade along with passing the laboratory skills section of each course, complete required clinical hours, and meet all clinical education competencies. Once the student has graduated with the Physical Therapist Assistant Associate of Science Degree, they are eligible to sit for the above National and State examinations required for licensure.

American Physical Therapy Association

The American Physical Therapy Association (APTA) is the national association for physical therapist and physical therapist assistants. The APTA is the best source for current information on professional issues and concerns. It is the voice of the profession, actively working to represent the physical therapy profession on Capitol Hill and in state legislatures. The association is dedicated to advancing the profession, setting standards, encouraging research, and promoting diversity within the field. Your membership in the APTA is your key to keeping informed about the topics, trends and issues that affect the practice of physical therapy.

It is essential that you join the APTA in order to remain abreast of opportunities and advancements in physical therapy. Students receive discounts when joining the organization on a state and national level, as well as any special sections you may choose. As a member of the APTA, you will receive several publications and be afforded many other benefits. The APTA can be a valuable resource during your professional education. Take advantage of all that your professional association has to offer.

For more information it is highly recommended students consult with the American Physical Therapy Association (APTA) at apta.org (http://www.apta.org). Review the APTA “Becoming a PTA” section and explore careers in physical therapist assistant.

Bakersfield College’s PTA program recommends student membership in the APTA as the initial step toward professional development as a PTA.

For more information and student membership please visit www.apta.org and www.ccapta.org

Appendix P includes copies of these resources:

- **Guide for Conduct of the Physical Therapist Assistant/Standards of Ethical Conduct:**
  https://www.apta.org/contentassets/7cbd42e5a7e94740a07bf790b9b79f6c6/apta-guide-for-conduct-pta.pdf

- **Standards of Ethical Conduct for Physical Therapist Assistant:**
  https://www.apta.org/siteassets/pdfs/policies/standardsofethicalconductpta/hods06-20-31-26-.pdf
ESSENTIAL FUNCTIONS OF A PHYSICAL THERAPIST ASSISTANT

The following information is provided to assist the student in better understanding the demands of the PTA program and profession, and the abilities needed to successfully and safely complete the classroom, laboratory and clinical competencies of the curriculum.

1. **Critical Thinking/Problem Solving Skills:** Students must be able to measure, calculate, reason, analyze and evaluate and synthesize demands of a physical therapist assistant and need to be perform them in an efficient and timely manner. Students should also be able to comprehend three-dimensional relationships and understand the spatial relationships of structures.

2. **Interpersonal Skills:** Student must be able to communicate effectively, appropriately, and sensitively with patients and health care providers.

3. **Behavioral/Emotional/Social Coping Skills:** Students must be able to function effectively under stress and in changing educational and work environments. Common sense, compassion, integrity, honesty, sincere concern and respect for others, interpersonal skills and self-motivation are all qualities necessary for success in the physical therapy profession.

4. **Communication Skills:** Students must be able to read, write, see, speak, and hear and interpret both written and verbal communication in English.

5. **Physical Mobility/Motor Skills:** Students must be able to perform complex motor skills necessary to provide therapeutic intervention and emergency treatment to patients and possess the necessary physical strength to transfer, ambulate, and reposition patients safely. Students must have sufficient gross and fine motor functions to assess patients through palpation and manual muscle testing.

6. **Sensory Abilities/Observation:** Students must be able to possess sufficient auditory, visual, and tactile abilities to observe and monitor for purpose of assessment of signs and symptoms for safe and effective treatments. Appropriate observation skills will enable the student to discern normal from abnormal in order to determine a safe and appropriate course of action.

7. **Professionalism:** Students must possess the ability to demonstrate professional behaviors and a strong work ethic. Students must do this by exercising sound, professional judgment, and the ability to be flexible when required.
## Curriculum

**Bakersfield College’s PTA Program Curriculum and Course Descriptions**

Completion of BC’s Physical Therapist Assistant Program leads to an Associate of Science Degree. Required courses include 10 units of prerequisites; B32 (4 units) & B33 (4 units) Human Anatomy and Physiology I and II, with a lab and PHTA B50 Introduction to PTA 2 units of lecture and PTA courses –44 units and an additional 24 GE units (4 units of BIOL B32 counts toward prerequisite & GE requirement B.1) for a total of 78 units. Supervised clinical affiliations are integrated into the program for 40 hours/week as follows: PHTA B64, 4 weeks at the end of semester 2 and PHTA B80 for 6 weeks, and PHTA B81 7 weeks at the end of semester 4. There is a total of 680 hours of clinical education.

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<td>PHTA B50 - Kinesiology for the PTA, 3 units (2 lecture/1 lab)</td>
<td>PHTA B60 - Orthopedics for the PTA, 3 units (2 lecture/1 lab)</td>
<td>PHTA B70 - Neurorehabilitation for the PTA 3 units (2 lecture/1 lab)</td>
<td>PHTA B80 - Clinical Education II for the PTA 5 units (Clinical hours = 244)</td>
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<td><strong>MATH B72 OR Equivalent (General Mathematics for Non-BSTEM majors) 4 units lecture</strong></td>
<td>PHTA B52 - Physical Agents/Modalities for the PTA, 3 units (1 lecture/2 lab)</td>
<td>PHTA B61 - Pathophysiology for the PTA, 2 units lecture</td>
<td>PHTA B71 - Cardiopulmonary Rehab for the PTA 3 units (2 lecture/1 lab)</td>
<td>PTA B81 - Clinical Education III for the PTA 6 units/Clinical hours = 297</td>
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<td><strong>BIOL B32 (Human Anatomy and Physiology I, GE: B.1.) 4 units (3 lecture/1 lab)</strong></td>
<td>PHTA B90A-Pass/No Pass PTA Skills Lab Beginner-1 unit</td>
<td>PHTA B62 - Acute/Inpatient Interventions for the PTA- 3 units (2 lecture/1 lab)</td>
<td>PHTA B72 - Therapeutic Exercise for the PTA 4 units (2 lecture/2 lab)</td>
<td>PHTA B82 - Professional Development for the PTA 1 unit lecture</td>
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<td><strong>BIOL B33 (Human Anatomy and Physiology II, GE: B.1.) 4 units (3 lecture/1 lab)</strong></td>
<td>PH ED B2-33 (Physical Education Movement based course, GE: E.) 1 unit</td>
<td>PHTA B63 - Administration/ Laws/Regulations - 2 units lecture</td>
<td>PHTA B90C-Pass/No Pass PTA Skills Lab Advanced-1 unit</td>
<td>HIST B17A (History of the United States, GE: D.3.) 3 units lecture</td>
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<td><strong>STDV B1 (Student Planning, GE) 1 unit lecture</strong></td>
<td>PHIL B12 (Ethics of living and Dying, GE: C.2.) 3 units lecture</td>
<td>PHTA B64 - Clinical Education I for the PTA 3 units clinical (162 hours)</td>
<td>COMM B2 (Interpersonal Communication, GE: E)- 3 units lecture</td>
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<td><strong>PHTA B50 - Introduction to PTA, 2 units lecture</strong></td>
<td>COMM B1 (Oral Communication, GE: A.1) - 3 units lecture</td>
<td>PHTA B90B-Pass/No Pass PTA Skills Lab Intermediate-1 unit</td>
<td>PSYC B1A (General Psychology, GE: D.1.) - 3 units lecture</td>
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18 units 13 units 14 units 17 units 14 units

*Courses in Italics are recommended and/or an example of GE courses that can be completed.*
If you have taken GE courses from any college other than Bakersfield College, make sure to do the following and speak to a counselor/advisor to evaluate them for qualification of AS Degree.

https://www.bakersfieldcollege.edu/counseling

a. Have your official college transcript(s) evaluated by:
   • Ordering an Official copy of your transcripts from your previous college(s).
   • Submit the Official copy of your transcripts along with a form “Request for Evaluation.” You can also obtain this form from the Admissions and Records office.
   • If you have taken courses from Porterville or Cerro Coso Community College, you only need to submit the “Request for Evaluation” form to the BC Admissions and Records office. You do not need to submit official copies of transcripts from Porterville or Cerro Coso Community College to the campus.

Note: The process of evaluating transcripts can take a minimum of 12-24 weeks by the Bakersfield College Admissions and Records office.

https://www.bakersfieldcollege.edu/admissions

Associate Degree Guidelines
The Associate Degree requires 60 degree applicable or transfer level units.

Types of Associate Degrees
BC offers four types of Associate Degrees:

• Associate of Arts for Transfer (AA-T)-students majoring in arts, humanities, and similar areas.
• Associate of Science for Transfer (AS-T)-students majoring in agriculture, engineering, technology, the sciences, and related programs.
• Associate in Arts (18-24 units major preparation)
• Associate in Science (24-30 units major preparation)

General Requirements
1. Educational Planning: Completion of a designated course and a student education plan within the first 15 units at Bakersfield College.
2. Completion of 60-degree applicable units with a 'C' (2.0) grade point average (GPA) or better.
3. Completion of at least 12 of the 60 units at Bakersfield College.
4. Completion of an A.A. or A.S. Program of Study offered at Bakersfield College. Required courses of the program must be completed with a grade of ‘C’ or better.
5. Competency Requirements:
   o Composition: Successful completion of ENGL B1A or ENGL B1AL with a grade of ‘C’ or better.
   o Mathematics: Successful completion of two years of high school algebra or MATH B1A, B1AL, B1B, B2, B4A, B6A, B6B, B6C, B22, B22L, B23, B72, B75, PSYC B5, TECM B52 with a grade of ‘C’ or better.
   o Reading: Successful completion of ENGL B1A and ENGL B1AL with a grade of ‘C’ or better.

6. Completion of a General Education Pattern:
   o Bakersfield College General Education, or
   o California State University General Education Breadth, or
   o Intersegmental General Education Transfer Curriculum (IGETC)

7. Completion of at least one course that meets the Multicultural Requirement with a grade of ‘C’ or better.

See your catalog year for your correct graduation requirements.

About General Education Patterns
Bakersfield College (BC) degrees may be obtained using one of five General Education Patterns. Follow the Bakersfield College General Education for an Associate Degree (AA or AS) at from Bakersfield College, the California State University (CSU) Breadth for an Associate Degree and transfer to a California State University, or the Intersegmental General Education Transfer Curriculum (IGETC) or the IGETC for STEM for an Associate Degree and then transfer to a University of California (UC) or one of many private schools.

Graduation

Completing Degrees, Certificates and Transfer at BC
Graduation from Bakersfield College is not automatic. You must fill out a Graduation Petition and a degree analysis with a counselor or advisor. Petition to graduate even if you are only completing transfer coursework. Some transfer students may be eligible to receive a Liberal Arts Associate degree. Submit your petition to graduate prior to your last semester at Bakersfield College according to these dates:

Graduation Petitioning Periods

<table>
<thead>
<tr>
<th>Semester</th>
<th>Graduation Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>April 1 to end of fall semester</td>
</tr>
<tr>
<td>Spring</td>
<td>August 1 to end of spring semester</td>
</tr>
<tr>
<td>Summer</td>
<td>November 1 to end of summer semester</td>
</tr>
</tbody>
</table>
The College recommends you apply early in the academic year as a response will be sent from the Office of Admissions and Records to your address on file which will detail the progress and any courses that may still be needed to complete degree requirements. You are encouraged to meet with your counselor if you have questions about academic program requirements.

Transcripts from Other Colleges
All official college transcripts or other appropriate verifying documents must be on file with Bakersfield College in order for the Office of Admissions and Records to review applications and determine eligibility. For more information, see Credits Allowed from Other Institutions.

Qualified students will receive diplomas in the mail approximately sixteen weeks after grades are posted on your transcript. Please note you may be awarded your degree before you receive your diploma in the mail. You may order official transcripts to verify your degree conferment for employment, transfer, or other purpose.

Multiple Degrees
An associate of arts or associate of science degree will be awarded to those already possessing an associate or higher degree if:

1. All requirements in a different major from that of previous associate or higher degree are satisfied; and
2. All general education requirements in effect when beginning the new degree program are satisfied; and
3. The student is enrolled at Bakersfield College during the semester in which the degree requirements are completed.

Please see more information on Bakersfield College’s Graduation and to speak with a counselor or academic advisor: Website: https://www.bakersfieldcollege.edu/graduation/associate-degree-guidelines

**Please See Appendix O for A.S. General Education Guidelines
PTA Course Descriptions

Prerequisite PTA Course:

PHTA B50 Introduction to PTA – 2 units/lecture

This course orients the students to the duties and responsibilities of the field of physical therapy by covering the history, ethics, and values of the American Physical Therapy Association. It covers and emphasizes the development of a team approach of specific roles of the Physical Therapist Assistant (PTA) in the healthcare team, interpersonal communication between the healthcare team, patients and family member and caretakers. Introduces the student to the physical therapist assistant’s role in a variety of clinical settings from acute care, skilled nursing facilities, acute rehab outpatient orthopedic/neuro and home health while examining areas of diversity, patient privacy HIPAA, and cultural competency as they pertain to physical therapy.

1st Semester of Technical PTA Courses, Spring:

PHTA B51 Kinesiology for the PTA - 3 units/lecture + lab

This course includes instruction and laboratory practice for the PTA student in the study of biomechanical principles of human movement as it relates to physical therapy practice. It will explore the laws of physics and motion along with biomechanical forces placed on the body. Specific kinesiological topics will include musculoskeletal origins and insertions along with nerve innervation and muscle actions. Laboratory time will be utilized for instruction and practice of palpation of the musculoskeletal system, goniometry, manual muscle testing, and observation of posture, gait, and functional mobility with an introduction to the clinical manifestations of abnormal muscle function.

PHTA B52 Physical Agents/Modalities for the PTA - 3 units/lecture + lab

This course includes instruction and laboratory practice for the PTA student of the fundamental principles, physiological effects and application techniques of physical agents, modalities, and massage. Modalities that will be covered include the following: ultrasound, ice/heat, electrotherapy, laser light therapy, biofeedback, soft tissue mobilization/massage, manual/mechanical traction, diathermy, and hydrotherapy. Basic wound care with dressing changes along with ace wrapping for edema and blood pressure changes will also be addressed. Universal precautions and infection control will be presented with each use of modality. Student will have lab time for practice of equipment and techniques, along with proper PTA/patient communication skills.
PHTA B90A PTA Skills Lab Beginner-1 unit/Lab Pass/No Pass
An on-campus laboratory designed for self-paced practice and mastery of PTA skills necessary for providing safe client care throughout the program. This beginning course builds upon content from the 1st semester of core class of the physical therapist assistant program and provides instructional guidance to assist students in refining newly acquired skills and to develop the expected competencies for beginning students. This is the first class in a series of 3 PTA Skills Lab Classes with the other 2 to include PHTA B90B PTA Skills Lab Intermediate and PHTA B90C PTA Skills Lab Advanced.

2nd Semester Technical PTA Courses: Fall:
PHTA B60 Orthopedics for the PTA - 3 units/lecture + lab
This course includes instruction and laboratory practice of kinesiology principles as they pertain to specific orthopedic diagnosis in multiple clinical settings for the PTA student. It will focus on the process of safe, legal, and ethical use of appropriate manual and therapeutic exercise treatments within the scope of the PTA practice. Clinical thinking skills will be developed so the student is proficient in monitoring and interpreting physiological responses for orthopedic conditions, as well as determining precautions, indications, and contraindications for orthopedic conditions in multiple stages of the rehabilitation process from the surgical to outpatient setting. Laboratory time will be utilized for safe practice and application of the above principles.

PHTA B61 Pathophysiology for the PTA – 2 units/Lecture
This course will present common pathological conditions as they pertain to the PTA including immunology, neurological, circulatory, respiratory, gastrointestinal, and genitourinary systems. It will cover tissue injury and inflammation/healing response. Abnormalities of structure and function will be discussed as well as signs, symptoms, and complications of disease processes of the body along with common red flag items and the impact they have on decision making regarding the PTA’s treatment session.

PHTAB B62 Acute Care/Inpatient Interventions for the PTA- 3 units/lecture + lab
This lecture/lab course is designed to provide instruction and training in patient management from the acute care to a rehab setting including ICU and early mobilization. Course content includes instruction on common diagnosis in this setting as it applies to the physical therapist assistant. Basic documentation skills will be covered including introduction to the ABCDEFG Bundle mobility documentation in the ICU along with instruction on chart review, precautions and interpretation of vitals, lab values and diagnostics for safe, appropriate functional mobilization. It will address infection control, isolation precautions, common red flags, assessment of vitals and response to pain. Lab time will be utilized for demonstration and practice of basic treatment techniques and monitoring for the low to high level patient with safe progression of treatments. It will also include training/assessment in bed mobility, transfers, gait, and equipment management. Interdisciplinary communication between the healthcare team along with the PT-PTA relationship will be emphasized.
PHTA B63 Administration/Laws/Regulations for the PTA – 2 units/lecture
This course will cover the role of the physical therapist assistant and issues facing the profession in the nation and local health care environment. California laws and regulations, ethics, values, patient advocacy, personal/career development, reimbursement, documentation, quality assurance, productivity, leadership, and lifelong learning will be addressed throughout the course. Students will review concepts of clinical preparation and be able to identify their strengths and weaknesses as it pertains to their progression of skill attainment and professional growth.

PHTA B90B PTA Skills Lab Intermediate-1 unit/Lab Pass/No Pass
PHTA B90B – PTA Skills Lab Intermediate An on-campus laboratory designed for self-paced practice and mastery of PTA skills necessary for providing safe client care throughout the program. This intermediate course builds upon content learned from the 1st semester of the technical program and allows for skill practice taught in the 2nd semester of the technical portion of the physical therapist assistant program and provides instructional guidance to assist students in refining newly acquired skills and to develop the expected competencies for intermediate students. This is the second class in a series of 3 PTA Skills Lab Classes with the other 2 to include PHTA B90A PTA Skills Lab Beginner and PHTA B90C PTA Skills Lab Advanced.

PHTA B64 Clinical Education I for the PTA – 3 units/Clinical – 160 hours
This course will include a supervised clinical affiliation provided by a PT or PTA clinical instructor. The student will observe/participate in PT/PTA treatment sessions with supervision from their clinical instructor. The emphasis of this first clinical experience will be to develop professional behaviors, interpersonal skills, practice data collection, modalities application, patient handling skills including transfers and patient positioning, patient instruction and goniometric measurement of range of motion and manual muscle testing as well as documentation of all these services. Students will be able to observe and practice skills learned thus far in the PTA program with supervision and assistance from their clinical instructor. Clinical sites will determine skills practiced. This clinical rotation requires clinical instruction for 40 hours per week for 4 weeks at an off-campus clinical site.

3rd Semester Technical PTA Courses: Spring:
PHTA B70- Neurorehabilitation for the PTA- 3 units/lecture + lab
This course will cover principles of treatment as they relate to neurological diagnoses. Treatment techniques include neurodevelopmental treatment (NDT), Neuro-IFRAH (NeuroIntegrative Functional Rehabilitation and Habilitation) and proprioceptive neuromuscular facilitation (PNF) along with application of various other techniques in the treatment of the following: cerebral vascular accident (CVA), traumatic brain injury (TBI), spinal cord injuries, pediatric neurological diagnosis, amputations, central and peripheral nervous and autonomic disorders. Normal neurological development along with delay in development will be discussed. Critical thinking in physiological responses to treatment progression of functional mobility will be addressed along with appropriate patient communication for the neurological patient. Emphasis on safety and appropriate progression of rehab techniques from ICU to outpatient will be discussed and practiced.
PHTA B71 Cardiopulmonary Rehab for the PTA – 3 units/lecture + lab
This course will examine cardiopulmonary physiology as it relates to various issues of aging, environment, and pathological disease processes. Common cardiovascular/pulmonary disease pathways covered throughout the course include but are not limited to heart disease, congestive heart failure, A-fib arrhythmias, chronic obstructive pulmonary disease, and lung cancer. Normal and abnormal responses to cardiopulmonary fitness as well as rehabilitation techniques to address these issues will be shown. Normal ranges for labs and vitals along with critical values will be reviewed with an application to treatment sessions in the intensive care unit/hospital, rehab, and outpatient setting including cardiopulmonary rehab.

PHTA B72 Therapeutic Exercise for the PTA – 4 units/lecture + lab
This course will build on concepts learned in previous courses as they relate to developing knowledge and skills in treating various conditions across the lifespan utilizing therapeutic principles for preventative and wellness as well as pathological conditions. Integration, modification, and progression of concepts taught in previous PTA courses will be emphasized in order to perform physical therapy interventions with patients with multiple system conditions. It will include review of integrated principles and application of therapeutic exercises with application to functional activities. Specific areas of learning will focus on various body systems and include upper extremity/lower extremity therapeutic exercise, motor learning, balance, aquatics, proprioception, and spinal stabilization with emphasis placed on sequence and modification of exercises. Red flags, normal/abnormal physiological responses to exercise will be reviewed along with review of various assessments to determine the effectiveness of the physical therapy intervention as set forth by the supervising physical therapist.

PHTA B90C PTA Skills Lab Advanced- 1 unit/Lab Pass/No Pass
An on-campus laboratory designed for self-paced practice and mastery of PTA skills necessary for providing safe client care throughout the program. This advanced course builds upon content from the 1st & 2nd semesters of core technical coursework of the physical therapist assistant program and provides instructional guidance to assist students in refining newly acquired skills and to develop the expected competencies for advanced students to prepare them for their last clinical rotations. This is the last class in a series of 3 PTA Skills Lab Classes with the other 2 to include PHTA B90A PTA Skills Lab Beginner and PHTA B90B PTA Skills Lab Intermediate.
4th Semester Technical PTA Courses: Fall:

**PHTA B80 – Clinical Education II for the PTA – 5 units/Clinical— 240 hours**

This course will include a full-time 6 weeks 40 hrs./week clinical affiliation provided by a PT or PTA clinical instructor. The student will observe/participate in PT/PTA treatment sessions with supervision from their clinical instructor. Students will apply knowledge and skills learned from the PTA academic program and previous clinical education I rotation. Focus on the second clinical rotation is practicing and improving interpersonal communication, relationships, and professionalism. Students will now be expected to perform more independently with less assistance from the clinical instructor as they have finished the didactic portion of the curriculum. As the student progresses through this clinical rotation, they should be making satisfactory progress toward competent and safe entry-level PTA skills. Clinical sites will determine skills practiced. Clinical Instructor supervision should now be at an intermediate level as determined by the clinical instructor and coordinated by the ACCE.

**PHTA B81 – Clinical Education III for the PTA— 6 units/Clinical- 280 hours**

This course will include a full time 7 weeks 40 hrs./week clinical affiliation provided by a PT or PTA clinical instructor. The student will observe/participate in PT/PTA treatment sessions with supervision from their clinical instructor. Students will demonstrate knowledge and skills learned from the PTA academic program and previous clinical education I and II rotations. The student will have an opportunity to progress skills learned from previous clinical rotations to an entry-level skill set for the PTA. Students will now be expected to demonstrate safe, competent entry level PTA skills in preparation for graduation from the program. Clinical Instructor supervision should now be at entry-level as determined by the clinical instructor and coordinated by the ACCE.

**PHTA B82 – Professional Development for the PTA – 1 unit/lecture**

This course will review the various systems and management of interventions learned throughout the PTA program in preparation for NPTE exam for licensure. The students will review how to apply and prepare for the state PTA licensure exam including CA law and regulations exam.
Modified Fall 2nd Semester Final Exam Schedule

The Fall 2nd Semester PTA Courses **DO NOT** follow the BC Final Exam Schedule. This applies to the courses:

- PHTA B60 – Orthopedics for the PTA
- PHTA B61 – Pathophysiology for the PTA
- PHTA B62- Acute Care/Inpatient Interventions for the PTA
- PHTA B63- Administration/Laws/Regulations for the PTA

Please refer to the syllabus for each midterm, lab practical, and final. Final practicals will occur for both PHTA B60 & PHTA B62 during the last week when classes are in session. PHTA B61 & B63 will have its final lecture per syllabus instructions.

**The exact dates of the written finals, including lab practicals for PHTA B60, B61, B62 and B63 will be clearly stated in the syllabus’ course schedule.**

This modification allows PTA students to finish their coursework and assess readiness for clinical education prior to PHTA B64, the students first clinical rotation.

**It is the student’s responsibility to determine if this will conflict with any other exams and bring it to the course instructors’ attention within the first 4 weeks of fall.**

**Success in the PTA Program**

**Helpful Tips for Success in the PTA Program**

1. Open and honest communication is critical. If you are having difficulties with any aspect of your course work or college issues, or clinical affiliation, etc., please discuss these concerns with faculty as soon as possible so that we may help facilitate a solution with you.

2. Meet with each instructor one time per semester. Develop a relationship so that you are comfortable talking with them. Go meet with faculty even if you are not having problems.

3. If you are having difficulties in your personal life that are affecting your course work, please discuss these issues, to the extent you are comfortable, with faculty as soon as possible so that we understand the problems you are facing and may help facilitate solutions to the academic issues.

4. Plan your time effectively and efficiently. Ensure that you have enough time to study, to complete assignments, prepare for class and balance your personal life.
Use a planner and schedule study time and extra practice time into your week. Study with a classmate to hold each other accountable.

5. Psychological and emotional support from your family and/or friends is essential. The PTA program is difficult, demanding and time consuming. Ask for help when you need it.

6. Ask questions. If you don’t understand what is being said or the material being covered, please ask for clarification.

7. Good note taking skills are essential.


9. Group study and group skills practice for reinforcing and refining learned material.

10. Please take advantage of Bakersfield College’s Habit of the Mind which helps with study habits following the POSSIBLE Acronym: **Persist, Organize, Strive for Excellence, Stay Involved, Innovate, Be Focused, Learn for Life, and Emphasize Integrity.** Find out more information about these services at the following website: [https://www.bakersfieldcollege.edu/habits-of-mind/study-skills](https://www.bakersfieldcollege.edu/habits-of-mind/study-skills)

**EMPLOYMENT**

Due to the concentrated and intensified nature of the Physical Therapist Assistant Program, full time employment is not recommended. If a student does work, they will NOT:

- Wear the Bakersfield College Physical Therapist Assistant Program name tag.
- Perform duties of a physical therapist assistant or student.
- The physical therapist assistant program has no legal responsibility for students who work.
- Use of the abbreviation “SPTA.” (Student Physical Therapist Assistant) after name for legal purposes.
- Accept employment hours which conflict with class/clinical times.
- Work from 11 p.m. to 7 a.m. or any portion of the shift on a night before a clinical assignment.
II. ATTENDANCE, GRADE COMPUTATION, PROGRAM PROGRESSION, FINAL EXAM POLICY and TRANSFER POLICY

ATTENDANCE/TARDINESS

Students are expected to be knowledgeable about and fully comply with the procedures of the College and Program. The attendance policy includes attendance, participation and punctuality which are all core responsibilities to demonstrate both in the classroom and laboratory to ensure students meet required skills attainment and learning outcomes. Since BC’s PTA program covers a large volume of material daily and laboratory skills practice are necessary to validate learning objectives, it is imperative that students attend all lecture and lab sessions. Tardiness and absences must be kept to a bare minimum with good communication to faculty and program director.

Absences

- All absences in lecture, laboratory or clinical classes are recorded as such regardless of the circumstances. Absence in no way relieves the student’s responsibility for work missed. The student must notify the instructor of any absence prior to the scheduled class time. It is the student’s responsibility to contact the instructor for missed assignments. Make-up assignments are at the instructor’s discretion.

- Procedure for Absences for Lecture/Laboratory & Clinical Education
  1. Students are expected to attend all scheduled lectures, laboratory, and clinical affiliations. In case of an illness or family emergency the lecturing or clinical instructor must be notified immediately. In situations where the instructor is unable to be reached then the student must contact the Physical Therapist Assistant Office and report the absence to the administrative assistant or program director through voice mail and email correspondence. Students should refer to each individual instructor’s course syllabus and/or clinical guidelines for specific instructions regarding reporting of an excused absence. Class participation grade is determined by being actively present in the classroom and accounts for 5% of the course grade. To ensure that students meet the requirements set forth in the learning outcomes, attendance, punctuality, and participation is required for all classes, laboratory sessions and clinical courses.
  2. In order to receive a passing grade, only 3 excused absences per semester are allowed. All lab assignments must be made up in one of the following skills labs based on semester in the program; PHTA B90A, PHTA B90B, or PHTA B90C.
  3. If a student has an excused absence on an exam day, the student must make arrangement with the testing instructor to take the make-up exam within 1 week from the date of the missed exam with the instructor of the missed exam determining the testing format (i.e., essay, oral, multiple choice, etc.) for the makeup exam.
4. There are no make-up provisions for missed clinical experiences. The student must make arrangements to complete the required time if absent from the clinical affiliation. Failure to complete the required hours will result in a “Fail” for the missed clinical course.

**Tardiness:**

- The **doors to PTA classes and labs will be closed after 10 minutes** unless prior arrangements have been made with the instructor. It is recommended that you arrive 5 minutes before class start time to have ample time to set up and prepare for the lecture and or laboratory. Professional habits begin in the classroom and carry over into clinical affiliations, so it is important to set these early in your PTA coursework. A pattern of tardiness is disruptive to the instructional process. Students will be counseled according to the conference/probation procedures.

- **Procedure for Tardiness:**
  1. Students will receive a warning letter after their third tardy (10 minutes late from the start of class to avoid disruption and allow adequate time for course materials to be covered). Subsequent tardiness can be grounds for dismal secondary to the student’s inability to meet the student learning outcomes.
  2. Students tardy on an exam day will not be allowed to take the exam.

**Holidays/Vacations**

Students are entitled to academic holidays specified by the college. (Refer to the College Academic Calendar.)

**Change in Health Status/Extended Illness**

If a student has a condition that changes their ability to meet the requirements of the PTA program, then a physician’s letter indicating their current abilities and/or limitations must be provided to the instructor. The physician’s letter will be reviewed to determine what accommodations, if any, may be made, to assist the individual in completing the technical standards required to complete the job-related physical therapist assistant tasks while in the program. All course objectives and standards must be met by the student. Any restriction of activity will be considered in terms of meeting program objectives.

Physical Therapist Assistant students must meet the following essential technical standards to ensure the safety and welfare of the patients, the healthcare team, and themselves. A physical examination determines whether or not a student meets the technical standards or determines what accommodation may be necessary.
Withdrawal Due to Personal Reasons/Illness/Family Emergency & Exit Interview

A student who must leave the PTA program based on personal reasons of illness or family emergencies and cannot take an Incomplete status can withdraw from the program and receive a grade of “W” only if the withdrawal occurs prior to the last drop date. The faculty member will complete a Student Withdrawal Form and forward it to the Director of the PTA Program.

The Admissions and Records Office, instructor or Bakersfield College Schedule of Courses or the college website should be consulted regarding withdrawal date deadline for each course. A “W” received by a student, for a program course, will result in the student being dropped from the program.

An exit interview with the program director must be made by the student for leaving the program for any reason.

Re-entry into Program

Any student who withdraws or who is dropped from the Physical Therapist Assistant Program must reapply during the regular enrollment filing dates and/or in accordance with program direction instructions. Once the withdrawal is completed, a student wanting to be readmitted must apply to the PTA Program as a new student. Re-entry will be based on current criteria used for entry into the forthcoming program. Students dropped due to documented, unsafe clinical practices will not be re-enrolled.

Students who are re-enrolled will be required to comply with all current Program entrance requirements and regulatory requirements of program accreditation agencies, such as, but not limited to, the physical examination, immunizations/lab tests, drug and alcohol and background screening, current healthcare provider BLS/CPR certification and safety tests.

Program Progression

Notification of Non-Passing Grade Early Alert (Midterm Warning Policy)

- Instructors will notify student in writing of a grade less than 74%, “D”, at midterm, before the drop date.
  - Students will have the opportunity to withdraw prior to the deadline so that the student will receive a “W” for their grade.
  - Students may continue in the program being placed on probation knowing that if the student’s score does not improve, they could receive an unsatisfactory grade and be dismissed from the program.
  - It is the responsibility of the student to contact the PTA Program Director once they have received the written Notice of Probation to schedule a meeting to determine further action and continuation or withdrawal from the PTA Program.
• A student will be placed on **probation if they receive a grade of “D” or lower at midterm in any physical therapist assistant program course and choose to continue in the program.** The probation status will continue until the end of the semester.
  o A probation report will be completed with the original provided to the student following a conference with the instructor and PTA Program Director to establish a **Student Success Plan**. A copy of the reports will remain in the student’s file.
  o A **Student Success Plan** may include tips for improving final course grade including tutoring, study groups, meetings with instructors and extra time in PHTA B90 Skills Labs. Included in this form will be the final drop date with a reminder to the student of their options for dropping/withdrawing or continuing in the program with the possibility of a failing grade including the effects on GPA, class standings, etc.
  o The probationary status will be removed if the grade has been raised to a “C” or higher and all terms of the probation have been met at the close of the semester/term.

**Critical Student Incident**

A Critical Student Incident is defined as any adverse occurrence the student is involved in which causes or has the potential to causing serious harm to another including client, staff, visitor, or another student, etc. A Critical Student Incident Form will be completed, and a conference will be held with the instructor and PTA Program Director: Some examples of Critical Student Incident are as follows:

- Falsification of information
- Serious Safety Errors that endanger or potentially could endanger a student or client.
- Evidence of being under the influence of alcohol/drugs.
- Any Negligent Act that results in endangerment to another
- Violations of school policies and procedures or agency which endanger others.

All critical incidents will be reported immediately to all appropriate individuals including the Director of the PTA program. Upon conferencing with the student regarding the nature and severity of the incident the Director with input from the correlating instructor will determine if and how the student will be reprimanded. It is the **responsibility of the student to make an appointment within one week** from the date of the incident.

The student will be placed on probation and may not continue to participate in classroom, laboratory, or clinical setting until they have been cleared by the instructor. The student must have a letter signed by the PTA Program Director and the student stating the incident, the remediation plan and the consequences that would result with further violations in clinical performance. A copy will be given to the student and a copy placed in the student’s file in the PTA Program Office.
If the student is allowed to continue with their clinical rotation, the Critical Incident Form will be attached to the student's Clinical Performance Instrument (CPI). Included in the CPI will be the incident and the written remediation plan with the student’s clinical performance be closely monitored throughout the remainder of the semester.

**Unacceptable Classroom Behavior**

- Unacceptable classroom behavior or conduct includes but not limited to the following:
  - Dishonesty
  - Excessive Tardiness
  - Interference with the learning of others
  - Excessive talking causing interruptions to the class
  - Use of technology inappropriately including cell phones during class time, texting, etc.
  - Inappropriate/provocative dress or appearance
  - Angry, hostile, or violent behavior with intimidation of students and/or faculty
  - Vulgar or obscene language
  - Use of tobacco products.
  - No hats or headphones in class
  - No food or drinks including chewing gum in classrooms.
  - Any other behavior deemed by the PTA faculty as unacceptable and interferes with the learning or safety of the student and others including those behaviors and activities listed in Bakersfield College’s Student Code of Conduct, BC’s PTA Student Handbook and APTA’s standards of Ethical Conduct for the Physical Therapist Assistant.

The instructor will immediately request the student to leave the classroom and may call for assistance from BC Police Department when deemed necessary with a student who is demonstrating any unacceptable classroom behavior. The student will be considered absent for the missed class time.

As soon as the instructor is able to, they will notify the PTA Program Director and document the incident using the report form. The student will meet with the instructor and Program Director to discuss the behavior and the conditions that the student should have no further incidents of unacceptable behavior to avoid being dismissed from the program. Upon conclusion of the meeting the student will be given a copy of the report which lists the specific remediation plan. Failure of the student to follow the remediation plan and correct the unacceptable behavior will result in failure of not only the course but dismissal from the program.
Conferences
Conferences can be requested by the instructor, student and/or PTA Director to discuss the student’s progress in the PTA program in order to help answer the student’s questions and ensure student success. If a student is having unsatisfactory performance a conference will be held. A conference will be held for unsatisfactory progress such as, but not limited to:

- Attendance and tardiness
- Professional ethics and attitude
- Completion of homework and laboratory reports and/or clinical paperwork
- Academic failure including poor performance on examinations.
- Competency examination performance
- Failure to adhere to rules of personal cleanliness.
- Failure to demonstrate knowledge, skill, and judgment at expected program level.
- Failure to demonstrate compliance with college/clinical policies and procedures.

Conference reporting for unsatisfactory behavior is based upon a three-step process in which a verbal warning is given first, a written warning second and probationary action last. If satisfactory progress is not made following the issuance of a written conference report, the student will be placed on probation. Conference reports from prior semesters will be considered when assessing unsatisfactory progress and when placing students on probation. However, if unsafe clinical practice occurs and a critical incident occurs the student will have to complete a critical incident form and follow the process as listed in this student handbook.

Probation
The instructor will discuss probationary actions with the student. A probation report will specify the cause of probation, steps for remediation, terms of the probation, and length of time for improvement and re-evaluation. The original report will be given to the student and a copy will be placed in his/her personal file in the Physical Therapist Assistant Program Office. Failure to comply with the terms of probation will result in dismissal from the program. Notification of student dismissal will be made by the Program Director, after consultation with the student, and instructor.

Dismissal Based on Course Work &/or Clinical Failure, Progression in the Program

To progress within the Physical Therapist Assistant Program the student must maintain a grade of “C”, 75% or higher in physical therapist assistant courses, including clinical education courses. Clinical education failure is based on achieving less than minimum expectations a stated in the CPI (see manual competency for passing grade CPI) and assignments in Canvas for each clinical education courses. The CPI is weighted in clinical education courses as such that a student is unable to achieve a 75% passing grade without passing the CPI. Clinical Failure may also result in a serious critical incident.
Student Grievance Procedure

Bakersfield College utilizes a formal grievance procedure outlined as follows: The Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in college-related activities. The Student Complaint Policy is designed to consider an alleged wrong against a student (see KCCD Board Procedures 4F9 for the Student Complaint and Hearing Panel procedures). Efforts will be made to resolve a complaint in a timely and fair manner. Students who contend they have been treated unfairly have the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong. Student complaints are taken seriously; therefore, the complaint must be of a compelling, substantive, and verifiable nature. The student complaint process is located in BC’s online catalogue under Student Conduct. The BC Student Complaint Intake Form is provided to all PTA students and can be downloaded from Bakersfield College’s website for Student Complaints at: https://www.bakersfieldcollege.edu/studentconduct/complaint

GRADE COMPUTATION

Lecture/Laboratory

A minimum of a “C” grade must be maintained in each BC physical therapist assistant technological and required courses (both 75%, “C”) along with general education courses (70%, “C”). Any student who does no receive at least a 75% grade for any PTA Technical Course and a “Pass” grade of 70% for the lab will fail the course. Grades for examinations will be posted no sooner than 24 hours and no later than 1 week following testing. Each course in the PTA program must be completed with at least a 75% “C” and 70% “Pass” with laboratory practicals to continue in the program. All students must receive a “Pass” grade on the FINAL Practical Examination for each course, regardless of course grade to continue in the PTA program.

The percentage value of the alphabetical grading in all physical therapist assistant courses will be assigned as follows:

- 100-90% = A
- 89-81% = B
- 80-75% = C*
- 74-65% = D
- 64-0% = F

*Minimum grade possible to remain in the PTA Program)

A grade of “D” or lower assigned at the close of any physical therapist assistant or required course will prevent normal progress within the Physical Therapist Assistant Program.

Students will receive a letter grade for Clinical Education Affiliations. Clinical Education Course grades are based on the student’s satisfactory clinical performance as outlined in the Clinical Performance Instrument (CPI) and other assignments listed in Canvas. The ACCE will determine the grade for Clinical Education Courses based on the weighted assignments as stated in each Clinical Education Course. Students must receive a Pass grade.
CLINICAL EDUCATION

Incomplete Grades

A student can formally request a grade of incomplete in the colleges’ Admissions and Records office after the final drop date, the student cannot complete course requirements. A grade of Incomplete (Inc.) may be granted under extenuating circumstances, and only when the student has maintained a satisfactory performance prior to the assignment of an Incomplete. The student must meet with the Director of the PTA Program to discuss the terms for satisfying the Incomplete including specific course work and deadlines. The instructor of record will make the decision for assignment of an Incomplete grade. The Incomplete must be satisfactorily completed with a passing grade prior to progressing to the next semester/session or graduate. An Incomplete may not be assigned as a Withdrawal grade and the student is not required to re-enroll or pay additional laboratory fees.

Final Exam Review Policy

The following regulations pertain to all physical therapist assistant courses:

- To assure confidentiality, grades will be given to students only by the instructor of record for each course.
- Grades will be available to students through the instructor no later than the time those grades are due in the Admissions & Records Office. Bakersfield College offers grade reporting via the college website.
- Instructors will be available for grade consultation with students before the end of finals week. Students will be informed when the instructor will be available for student consultation during the final examination period.
- Physical Therapist Assistant students must pass all courses to advance to the following semester, and because final exams are scheduled to the final workday before the College closes for the holidays, physical therapist assistant finals scheduled on the final two days may be rescheduled to an earlier day during the final examination schedule. This should be arranged prior to the semester by the instructor, approved by the College with written notice given to students.
- Confidentiality of student grades will be strictly maintained.
Student Access to Testing Materials Following Test Administration

- Testing materials are not permanently returned to students; however, students will be afforded the opportunity to review exams, tests, or quizzes following test administration during the semester/term in which they were taken.
- Students may schedule a review of these materials with the instructor of record during regular posted office hours or by special arrangement.
- Testing materials may only be reviewed under instructor supervision.
- Testing materials will be destroyed on the first week of the subsequent semester/term in which the exam, test, or quiz was taken.
- This policy does not affect the college’s permanent grade record policy and procedure.

III. GUIDELINES FOR PROFESSIONAL CLINICAL APPEARANCE

Student dress and grooming will reflect the policies of the clinical facility, the technical and safety requirements of the task and the professional image of students in the Physical Therapist Assistant Associate of Science Program. The purpose of this policy is to ensure that a distinct and separate wardrobe for the clinical education environment be maintained. Street clothing should be kept separate from uniform clothing for infection control.

Procedures

- Students are responsible and accountable to observe the dress and grooming regulations as delineated in this handbook.
- Students are to adjust their dress prior to a clinical education assignment requiring special clothing: i.e., surgery, isolation, catheterization lab, etc. The dress code of the healthcare facility must be followed.
- Uniforms must be clean, unwrinkled and correctly sized and be made of washable and color-safe bleachable materials. Shoes must be clean.
- Inappropriate dress and/or grooming will be discussed with the student by the clinical instructor and/or clinical coordinator. Established conference procedures will be followed. Students will be excluded from the clinical area for inappropriate dress and/or grooming on the second offense.
- In the event of a health crisis, such as COVID-19, dress code will include both college and clinical facility policies, i.e., face covering or other health requirements.

Dress Code Clinical Educational Experience

Bakersfield College’s PTA program maintains a professional dress code for clinical affiliations or when representing the program at meetings or community events. Bakersfield College’s PTA uniform consist of a BC PTA polo and appropriate pant. Each student is required to purchase 3 polo shirts from the Bookstore or authorized PTA Program Vendor.
The following is the only acceptable dress code and there will be no variations unless there is a documented medical reasoning to change the dress code and presented to the ACCE. Instructors have the final decision regarding dress code and failure to comply may result in dismissal from lab or classroom with an assignment of an unexcused absence and or grade penalty per occurrence.

**Uniforms: Must be worn for all Clinical Based Learning (including lab classes in a clinic)**

- PTA Uniform consists of the BC PTA designated polo shirt & pants, name badge, watch with a second hand, shoes, and closed toe, flat, rubber sole shoes.
- All apparel must conform to health, sanitation, and safety standards.
- Students must adhere to the specific dress codes at their individual clinical sites.
- The complete uniform is to be worn during all clinical experiences and when directed by faculty or clinical instructor.
- Students must wear a name badge during all clinical experiences. The name badge must be specific to the facility or BC PTA program and must clearly state that student's status as governed by the Physical Therapy Board of California.
- Students and Clinical Faculty must clearly identify the student as a “Student Physical Therapist Assistant” or “Physical Therapist Assistant Student” and must obtain consent from the patient prior to participation in treatment or intervention by the student.
- Students may wear white or black short or long sleeve T-shirts under this uniform.
- Other dress code requirements such as a white lab coat or scrub pants – may be an additional dress code requirement at specific clinical facilities with students required to comply with individual clinic requirements.
- Inappropriate Uniforms – Uniform tops must be of sufficient length to not show midriff area and must not be tight fitting, provocative or revealing. Leggings/stretch/baggy pants, skirts/skorts, cropped pants, sweaters, sweatshirts/t-shirts, untucked shirts, sleeveless clothing, shorts, and denim/jeans (any color) are not permitted in clinic.
- Hats, caps, or any other unapproved headwear is not allowed in clinic.
- No visible cleavage and/or buttocks may be shown in clinic.
- Undergarments – Must be worn and not be visible through clothes or be outside of clothes.
- Shoes – Flat-soled, closed toe, rubber sole shoes are required (tennis shoes are acceptable if neat and clean). Sandals/flip flops, canvas tennis shoes, high heels and open-toed shoes may not be worn with the uniform. No openings are permitted on the shoes.
Grooming (laboratory Sessions and Clinical Affiliations)

- Student and uniforms must be clean and free of odor. No fragrances, cologne, or sprays.
- Hair must be clean and well groomed. Long hair must be kept controlled in such a manner that it does not come in contact with the patient or visitors. Extremes in hair style, color, and hair adornments must be avoided. Acceptable hair colors include natural colors of black, brown, red, gray and/or blonde.
- Mustaches, beards, and sideburns must be neatly groomed and must comply with the regulations of the clinical education center. Beards are not permitted at some clinical education centers. Facial hair must not interfere with or compromise the proper fit of respirator devices.
- Fingernails must be clean and short (1/8 inch beyond fingertips) so as to not interfere with clinical assignments. Clear, unadorned, non-fluorescent nail polish may be worn. Artificial nail enhancements are not to be worn. Anything applied to natural nails other than clear polish is considered to be an enhancement. This includes, but is not limited to artificial nails, tips, wraps, appliqués, acrylics, gels, and any additional items applied to the nail surface. Chipped nail polish may not be worn and must be removed.
- Makeup must be conservative.
- Good personal hygiene is required to prevent offending patients or lab partners since the delivery of physical therapy services requires close physical contact.

Jewelry and Adornment

- Jewelry may be worn but must not impede physical therapy interventions. Students may be required to remove jewelry when completing hands on interventions that may possibly cause irritation to the skin of the lab partner or patient.
- Acceptable jewelry includes: one small, post-type, stud earring per ear (no dangle); one ring on each hand; and one short neck chain. Visible facial/body piercings are not permitted. These include, but are not limited to, the tongue, nose, eyebrows, lips, chin, and neck.
- Visible tattoos or body-paintings are not permitted (they must be covered with clothes, Band-Aids, make-up, etc.)
Photo ID

- Photo identification badges are considered part of the uniform and identify the wearer as a Bakersfield College Physical Therapist Assistant Student.
- The photo identification badge must be attached to clothing above the waist and visible at all times.
- Replacement photo ID badges are requested in the Physical Therapist Assistant Office and a fee may be assessed.

Miscellaneous

- Bakersfield College and the clinical education centers are not responsible for loss of valuables. It is recommended that items of value not be taken to class or to the clinical areas.
- Smoking is discouraged and permitted only in areas designated at each clinical education center. Some clinical agencies have a tobacco free policy for their entire facility and students must observe this at all times.
- Neither profanity nor chewing gum is permitted while attending patients.

On-Campus Rules/ Laboratory Attire

LABORATORY/CLASSROOM RULES

Food/Drink Policy:

There is no eating or drinking permitted in the lab or classroom at any time. Food and drink must be contained in a lunch bag (or other like container) and may not be on a desktop, tabletop or opened in the on-campus laboratories and classrooms.

USE OF TECHNOLOGY

PTA students are preparing for a profession which provides services to the public and expects high standards of behavior and professional communication. Students should remember that their online presence reflects them as a professional. Many recruiters routinely search the social networks when considering candidates for hire.

Courses in the PTA program use online resources as a learning and communication tool between instructors and students. Professional behavior and proper technology etiquette are expected of all students both inside and outside the classroom and during clinical activities. Students are expected to adhere to the expectations below as well as to all hospital or other clinical site policies and procedures.

- All students are required to use their Bakersfield College student email address only.
- All students are required to check student email regularly.
• Personal use of electronic devices (Laptop Computers/PDA’s/Cell Phones/iPad Touch/Kindle/Nook/etc.) the clinical areas is not permitted. They must be turned off at all times.
• Students may use devices only when authorized by faculty or clinical personnel.
• Electronic devices, including cell phones may not be used for personal reasons (i.e., camera, Facebook, texting, etc.) while in the clinical setting.
• Electronic devices such as cell phones, PDA’s must have no sound on while attending class, lab, and clinical instruction.
• Electronic devices can only be used in designated areas of the clinical sites while on break or at lunch.
• No photos may be taken by students in the clinical agency or lab environments unless authorized by faculty.
• Confidential information related to individuals or agencies must be kept in confidence.
• All students are expected to follow HIPAA guidelines at all times.

SOCIAL MEDIA POLICY
Social Media is a way for people to use technology for social interaction through the use of words, images, audio and video. Examples of social media sites include but are not limited to, Facebook, Twitter, LinkedIn, Instagram, YouTube, or “blogs”; and can also include media sites that are offered by television networks, newspapers, and magazines. Please remember that social networking sites are in fact public forums. This means that the information that is posted or shared can be viewed by others.

Information published on social media networks that has to do with any aspect of the College must comply with Kern Community College District’s Code of Ethics, HIPPA and FERPA compliance, and the Department Code of Conduct. Any statement made electronically which can cause actual or potential harm or injury to another or to the school will be grounds for dismissal.

Bakersfield College PTA students are free to express themselves as private citizens on social media sites to the degree that their speech or posting.
• Does not violate confidentiality implicit in their roles as Allied Health/Physical Therapist Assistant students
• Does not directly or indirectly reflect patients, diagnoses or any content related to patient care or clinical experiences.
• Does not impair working relationships among students and staff of the PTA Program.
• Does not ridicule, malign, disparage or otherwise express bias against any race, religion, or protected class of individuals.
• Does not reflect behavior that would reasonably be considered reckless or irresponsible as members of the Bakersfield College PTA Program.
• Does not contain false information that harms the reputation of another person, group, or organization (defamation)
• Does not include official publications of the program that contain personal information for classmates or other students (example: student schedules).
• Does not cause harm or injury to another or to the Bakersfield College PTA Program.
• Does not negatively affect the public perception of the Bakersfield College PTA Program.

Bakersfield College PTA students may be required to access their social media sites at the request of the PTA department to verify compliance with the above stated policies. Failure to comply may result in immediate dismissal from the PTA Program.

The Bakersfield College PTA Program will not tolerate violations of the social networking policy. All reports of such behavior will be investigated. If activity on a social networking site is considered an infraction of this policy, may result in disciplinary action ranging from written reprimand to dismissal from the program.

Dress Code Lab

The dress code allows for an effective learning environment that promotes the safety of the PTA student and their lab partners. Appropriate neat and clean dress code will be implemented for all classroom and laboratory sessions. Students’ attire should not be visually distracting or disruptive/offensive to the educational experience. For the safety of students practicing in laboratory classrooms and the patient skills labs, the following guidelines must be followed.

The following is the only acceptable dress code and there will be no variations unless there is a documented medical reasoning to change the dress code and presented to the ACCE. Instructors have the final decision regarding dress code and failure to comply may result in dismissal from lab or classroom with an assignment of an unexcused absence and or grade penalty per occurrence.

Students must be dressed and ready for lab upon arrival. There is not a locker room for changing. Students will be practicing on each other with one student role playing the patient while the other is the PTA student. Please be respectful of your fellow classmates and lab partners by following the below LAB DRESS CODE & RULES:

Dress Code:

1. Shorts, tank top and sports bra and/or T-shirt are required for Lab Sessions.
2. Designated Laboratory Sessions (Trunk or Upper Quadrant Anatomy)
   a. Females will be required to wear a tank top with sports bra or similar garment for
   b. Males will be required to remove their shirts.
   c. This clothing is necessary to preserve modesty while still allowing access to necessary body parts to practice physical interventions. (Warmer clothing may be worn when not role playing in the patient roll.)
3. Fingernails must be trimmed short to ensure that the student is able to practice hands on techniques of physical therapy without risking injury to the skin of your lab partner or patients.

4. Jewelry should be limited to one ring per hand, watches, medical alert bracelets and only one small stud earrings.

5. Hair must be kept and neat and clean and not interfere with patient care.

6. Minimal use of perfume or aftershave products along with consistent, good personal hygiene is required to prevent offending patients or lab partners since the delivery of physical therapy services requires close physical contact.

PROGRAM SAFETY

1. Students will continually be monitored by faculty for practice of safety skills.

2. Faculty will remind students to incorporate safe practices in all skill labs.

3. Students who are not compliant with one or more of the safe practices during lab sessions, will be advised of the failure and re-instructed by faculty, as necessary.

4. Failure to follow safe practices on a lab practical will result in the student failing the lab practical and will have to retake it per instructions in the syllabi. Blatant disregard for safety of a classmate, the patient and/or him/herself will result in disciplinary action determined on an individual basis. Some possibilities include but are not limited to failure of the lab practical, failure of the class or affiliation, removal, and required to purchase a “PTA Student Kit” from Bakersfield College’s Bookstore to be able to have the basic tools to practice not only in lab but outside of lab as well. These include instruments to practice measuring blood pressure, reflexes, sensation, and ROM. The PTA Skills Lab will have models and lab supplies for study and reference. Course Faculty Instructor, PTA Faculty Director and PTA Skills Lab Instructor will all be available to facilitate student learning.

1. Remediation of Skill:
   
   a. A remediation plan will be established by the instructor if a student does not successfully complete a skill at the “pass” level on a lab practical. A referral form is then sent to the Skills Lab Instructor who will then complete the remediation plan with student. The student may be required by the Skills Lab Instructor to have 3 signatures of different students to confirm the skill is being performed competently. Once the remediation plan has been successfully completed, the Skills Lab Instructor will sign it and place in in the student’s file and a copy proved to the original instructor to ensure that the student is safe to continue with lab activities. Only once the remediation plan is successfully completed may the student be allowed to repeat the specific portion that they had failed. The original instructor or PTA Skills Instructor (original instructor indicates who may complete the skill check on the referral form) will assess competency of the skill for passing of remediation plan.
2. Remediation: Case (Multiple Skills-No Gross Safety Concerns)
   a. A reexamination plan will be established by the lab instructor if a student
      does not perform multiple skills at the “pass” level on a lab practical. The
      lab instructor will then send a referral form to the Skills Lab Instructor to
      assist the student with the skills and possible review of the missing
      components of the lab practical. Once this is completed the student will
      repeat the practical with the lab instructor of the respective course.

3. Remediation: Practical (Multiple Skills- Emphasis on Safety of
   Student/Patient)
   a. A practical reexamination form as per section #4 above will be issued if a
      student does not perform multiple skills at the “pass’ level on a lab
      practical that involve critical safety, red flag items which put the student or
      patient in danger. The student then would be required to perform a total of
      2 cases with an additional case chosen at random.

4. The PTA Director will coordinate with the PTA Skills Lab Instructor
   the
   skills, lab activities, equipment and supplies and each skills lab will address skills
   taught in that semester to achieve the individual objectives of each class. They
   will be coordinated as follows: PHTA B90A, Beginner- 1st semester of technical
   program, PHTA B90-B, Intermediate, 2nd semester of technical program and
   PHTA B90C – Advanced, 3rd semester of technical program.

5. removal from the program.

6. Manuals for each piece of equipment is located in the PTA Lab and easily
   accessible for all users.

7. All electrical equipment in the PTA lab is inspected and calibrated annually in
   August-September by an outside company. Once inspection and calibration are
   complete the company will then provide documentation of the equipment testing
   and calibration along with labels placed on each piece of equipment to verify
   testing was completed and when it is needed to be completed again. If there are
   repairs needed, they will be done prior to students use of equipment.

8. The PTA faculty will inspect wheelchairs and other non-electrical equipment each
   semester with repairs or replacements ordered as needed.

9. Standard OSHA workplace inspections will occur as part of the BC campus
   policy. MSDS manual will be present in the PTA cabinet in the PTA Lab.

10. No unauthorized personnel should be present in any PTA lab room.

11. Emergency information and evacuation maps are posted in each lab.
PTA Skills Lab Purpose, Resources, & Utilization in Remediation

5. **The Purpose of the PTA Skills Lab Courses; PHTA B90A, B90B & B90C** is to provide extra laboratory time to practice and refine skills learned in laboratory portion of the coursework. It is open to students and instructors to help facilitate the following:
   a. Strengthens the PTA curriculum by providing learning activities that reinforce skills learned in lab along with course objectives.
   b. Prepares students for clinical experiences by allowing hands on practice of skills prior to providing these skills in a patient care setting.
   c. Allows for an environment where a remediation plan can be implemented for students who need extra training opportunities to gain competency in lab skills for practical exams and clinical education experiences to progress in the program.
   d. Provides for extra time and practice to meet the skills check for lab coursework to be eligible for Midterm and Final Lab Practical.

6. **Resources Available in PTA Skills Lab:**
   a. Lab supplies and equipment for practicing procedures (i.e., goniometers, BP machines/cuff, modalities, transfer equipment, w/c's, gait training equipment, etc.)
   b. Anatomical/clinically focused models including lung/heart models, Wilma foot model and Surgical Sally, charts, and diagrams.
   c. Skills lab instructors to provide feedback on a one to one and group basis to provide assistance, refinement, and clarification of techniques and/or skills along with tutoring during scheduled hours.

*The PTA Skills Lab provides a variety of equipment and supplies for students to utilize in practicing and mastering hands-on knowledge and skills. Every student will be.*
PHYSICAL THERAPIST ASSISTANT PROGRAM

LAB PRACTICAL: REMEDIATION FORM: SKILL

COURSE#_____________ MIDTERM/FINAL

Name (First and Last)________________________________________ Date________________________

Course Instructor Please List/Describe the Skill below that needs Remediation: List/Describe the Skill Below
Competency Criteria for Remediation & Recommendations for Practice to Achieve Competency:

State Remediation Plan for the student to complete in order to meet competency level.

Course Instructor Signature_____________________________________ Date____________________

Remediation of Skill Evaluation (PTA Skills Instructor):

Remediation Plan for Above Skill completed by student at competency level____
Remediation Plan for Above Skill was not completed by student at competency level____

Skills Instructor Signature_____________________________________ Date____________________

Students must print and bring this form to their respective PHTA B90 (90A, 90B or 90C) class and inform the
PTA Skills Instructor of their Remediation Plan.

Students must have 3 different students observe the remediation skill and initial below. Once 3 initials are
achieved the student then will present this form to the PTA Skills instructor for final evaluation of Skill for
competency. The student will then take signed form to the original course instructor.

Student #1 Initials_______ Student #2 Initials_________ Student #3 Initials_______

Course Instructor: Date: Remediation Initiated________ Required Completion_______ Received & Updated_______

PTA Skills Instructor: Date: Received Remediation Plan________________ Remediation Completed__________

BC PTA Remediation of Skill for Lab Practical Form 2022/2023
PHYSICAL THERAPIST ASSISTANT PROGRAM
LAB PRACTICAL: REMEDIATION FORM: CASE

COURSE#_____________ MIDTERM/FINAL

Name (First and Last)_________________________________________________________Date____________________

Course Instructor Please List/Describe the Skill below that needs Remediation: List/Describe the Skills/Case Below Competency Criteria for Remediation & Recommendations for Practice to Achieve Competency:

State Remediation Plan for the student to complete in order to meet competency level.

Remediation Plan for Above CASE (or parts of) completed by student at competency level____
Remediation Plan for Above CASE (or parts of) was not completed by student at competency level____

Course Instructor Signature___________________________________________ Date____________

Practice of Remediation Plan with PTA Skills Instructor:

Student has completed practice of Remediation Plan in PTA Skills Lab: ______

PTA Skills Instructor Signature___________________________________________ Date____________

Students must print and bring this form to their respective PHTA B90 (90A, 90B or 90C) class and inform the PTA Skills Instructor of their Remediation Plan. Students must have the PTA Skills Instructor sign and date that they have practiced the remediation plan in the PTA Skills Lab then take the form to the Original Course Instructor for Reevaluation of Case or part of it as stated in the Remediation Plan.

Course Instructor: Date: Remediation Initiated_______ Required Completion_______ Received & Updated_______

PTA Skills Instructor Date: Received Remediation Plan__________ Remediation Practiced in Skills Lab_______

BC PTA Remediation of CASE for Lab Practical Form 2022/2023
PHYSICAL THERAPIST ASSISTANT PROGRAM
LAB PRACTICAL: REMEDIATION FORM: 2-CASES
COURSE#_____________ MIDTERM/FINAL

Name (First and Last)________________________________________________________________________ Date ________________

Course Instructor Please List/Describe the Skill below that needs Remediation:

List/Describe the Skills/Case Below Competency Criteria for Remediation & Recommendations for Practice to Achieve Competency:

State Remediation Plan for the student to complete in order to meet competency level.

Remediation Plan for Above 2-CASES completed by student at competency level_____  
Remediation Plan for Above 2-CASES was not completed by student at competency level_____  

Course Instructor Signature___________________________________ Date ________________

Practice of Remediation Plan with PTA Skills Instructor:

Student has completed practice of Remediation Plan in PTA Skills Lab: ______

PTA Skills Instructor Signature___________________________________________ Date ________________

Students must print and bring this form to their respective PHTA B90 (90A, 90B or 90C) class and inform the PTA Skills Instructor of their Remediation Plan. Students must have the PTA Skills Instructor sign and date that they have practiced the remediation plan in the PTA Skills Lab then take the form to the Original Course Instructor for Revaluation of Case and New Random Case as stated in the Remediation Plan.

Course Instructor: Date: Remediation Initiated_______ Required Completion_______ Received & Updated_______

PTA Skills Instructor Date: Received Remediation Plan_________________ Remediation Practiced in Skills Lab_______
IV. INSURANCE, ACCIDENTS/EXPOSURES, AND INCIDENTS

INSURANCE

Malpractice Insurance
Students are covered by malpractice insurance. A policy covering all Allied Health students is purchased by Kern Community College District.

Accident Insurance
Bakersfield College students are covered by accident insurance. Students are covered by this policy for accidents that happen on campus or at college related activities including clinical experience for students in Allied Health Programs. Students who are injured in clinic or in any school related activity may be treated in the hospital Emergency Room or by their personal physician. Treatment of a student in the hospital Emergency Room is not free regardless of whether or not hospital personnel suggest they go there. The clinical education center accidents reports must be completed according to the procedures of the individual clinical facility.

ACCIDENTS/EXPOSURES/INCIDENTS

Accidents/Exposures
Facility accident reports must be completed according to the procedures of the individual facility as well as the District Safety Coordinator as follows:

- Students are required to immediately report a work (class) related incident, injury, or illness to their Instructor. Your Clinical Coordinator or BC Instructor will contact the District Safety Coordinator, Sheila Shearer, at (661) 336-5135 or cell number (661) 747-1007.
- The District Safety Coordinator will obtain the details of the accident, exposure and/or incident from the student and/or Instructor and make the initial referral to the medical facility, physician, or BC Student Health Center. The Student Health and Wellness Center is located in the Campus Center, Room 3, and may be contacted by (661) 395-4336.
- Students are required to provide to their Instructors a Physician’s Work Status report after attending the medical appointment. The Physician’s Work Status report indicates your ability to return to full work (class) activities, diagnosis, and date of your re-examination or follow-up appointment.
- In addition, all accidents must be reported to the PTA Program Department office.

While students are covered by school insurance for injuries sustained in laboratory, there is no guarantee that the entire claim will be covered. If there is a deductible or a balance after insurance pays, the balance is the responsibility of the student. Since the Bakersfield College insurance policy is an accident only policy, students are encouraged to carry their
own medical insurance. Students who have private insurance should file a claim with their carrier in addition to the student insurance claim. Most insurance companies will coordinate benefits for better coverage.

**Incident Reports**

Reports of incidents will be completed and placed in the student’s file when a safety violation or injury occurs involving a student in any capacity in the clinical area. This must be done even if the Clinical Education Center does not require that an official report be submitted.

**V. HEALTH INFORMATION AND REQUIREMENTS**

It is recommended that each student consult with their physician regarding communicable diseases including but not necessarily limited to Rubella, Tuberculosis, Varicella, Seasonal Influenza, Tdap, Acquired Immune Deficiency Syndrome (AIDS) and Hepatitis B (HBV).

**Delivery of Health Care to Patients with Communicable Diseases**

The Physical Therapist Assistant Program supports the right of all consumers to receive dignified and competent health.

The Program also supports the right of the physical therapist assistant student to know the patient’s diagnosis/suspected diagnosis in a timely fashion in order to provide appropriate care and to take necessary precautions to minimize the risk of contracting or spreading disease.

Although, the physical therapist assistant student is not expected to take life-threatening risks in caring for clients, it is not acceptable to abandon any client [based on race, color, national origin, ancestry, age, religion, gender, marital status, medical condition, or disability]. Decisions regarding the degree of risk involved in client care should be based on current scientific knowledge.

The latest information on issues related to communicable disease is available from the U.S. Centers for Disease Control (http://www.cdc.gov/) and from agencies in the State Department of Public Health (http://www.cdph.ca.gov/) and county agencies (http://www.co.kern.ca.us/health/).

**Reporting Communicable Disease**

Students must report the nature of all students’ communicable diseases to the Program Director/Clinical Faculty. To ensure the safety and welfare of both students and patients are maintained, the student must provide a statement from their physician indicating that the student may continue their course of study. Any restrictions on patient care activities must be provided.
COVID-19 Prevention/Exposure/Positive Diagnosis

Program policy requires the immediate reporting of suspected COVID-19 to a healthcare provider and BC Faculty. COVID-19 is highly contagious and is a threat to fellow students, faculty, and patients. Follow-up care for COVID-19 will be directed by the healthcare provider. Students may return to class 14 days from the onset of symptoms or, in the event of asymptomatic cases, date of positive diagnosis, and the final 72 hours must be symptom free without the use of suppressant medications. Clinical return is determined by the clinical facility policies.

To mitigate the spread of COVID-19 students are required to maintain daily self-monitoring for symptoms including fever above 100 degrees F, sore throat, cough, shortness of breath, muscle pain, headache, chill, and sudden loss of taste and/or smell. Students must also comply with all program and clinical facility personal protective equipment requirements. Students will comply with all COVID-19 policies of the institution and clinical facilities, including on-site symptom screening, early reporting of suspected exposure or development of COVID-19 related symptoms and quarantining in the event of suspected infection. Students may not attend clinical education or face-to-face class interactions in the event of a possible exposure, while under quarantine for symptom surveillance, or exhibiting any COVID-19 screening sign/symptom. Students will be provided opportunities to participate online, make-up assignments and make-up clinical hours in the event of a COVID-19 positive screening or diagnosis. However, all program requirements must be met to proceed successfully within the program.

PREVENTION OF TRANSMISSION OF HIV/AIDS/INFECTIOUS DISEASE

This policy conforms to Bakersfield College’s policy on HIV and is intended to provide clear guidelines in case of exposure/infection among students and clients. In light of the Americans with Disabilities Act of 1990, it is imperative that:

- The same policy should apply to students, faculty, or staff except where statutes regulate employment or other relationships.
- Inquiry into HIV status is not part of the student application process.
- Schools should inform students of potential infectious hazards inherent in Physical Therapist Assistant education programs, including those that might pose additional risks to the health of HIV positive persons.
- Qualified individuals cannot and will not be denied admission to the PTA program on the basis of HIV status.
- If exposure occurs, counseling will be provided by appropriate personnel through the Bakersfield College Student Health Service. Free screening for HIV/AIDS is offered in private and all communications are handled with care and compassion. Questions and answers will be available for PrEP. Student Health and Wellness Center (CC 3)
Guidelines for Prevention of HIV/Infectious Disease include the following.

- Students will be provided with current information regarding personal health habits, HIV transmission and risk behaviors, and preventive measures as part of their requisite pre-clinical preparation.
- Students will receive written and verbal information and instructions on universal precautions in accordance with CDC guidelines. (See Guidelines to Prevent Transmission of Disease).
- These instructions will be reinforced throughout the program and clinical supervision provided to permit compliance in all clinical learning experiences. Faculty will be competent role models in the care of HIV infected clients.

Guidelines for Management of HIV /LDD Positive Clients include the following.

- All BC PTA Program personnel are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No BC PTA Program personnel may ethically refuse to treat a client solely because the client is at risk of contracting or has an infectious disease such as HIV or AIDS.
- Students and faculty will follow rules of confidentiality and individual rights which apply to all clients.

Guidelines for Exposure to HIV include the following.

- See Guidelines to Prevent Transmission of Infectious Diseases in the Appendix I, Occupational Exposure Control Protocol, regarding precautions and procedures following exposure.
- If exposure occurs, the student will be informed of the CDC recommended guidelines for occupational exposure: Test for HIV to establish seronegativity at the time of the incident, then retest at 3 months and 6 months following exposure to rule out development of positive serology.

INFECTION CONTROL IN LAB SESSIONS

All students and lab instructors will follow the following infection control procedures while in lab. There will be clean linen on the linen cart with soiled linen placed in the hamper. Tables will be cleaned with disinfectant after each lab session. Cleaning supplies will be located in Gym14 in the cabinet.

1. Proper Hand washing technique/hand hygiene will be practiced by each student & lab instructor while participating in lab sessions.
2. For students with latex allergies, non-latex gloves will be provided.
3. All blood and bodily fluid by clients will be treated as potentially infectious.
4. Wash hands/perform hand hygiene before and after client or specimen contact.
5. Gloves to be worn if anticipate contact or splash with blood or bodily fluids.
6. Wear an agency approved filtration mask, N95, if airborne transmission is possible.
7. If splatter with blood and body fluid is possible, make sure to wear Protective Eyewear and Gown.
8. Place all used syringes immediately in nearby impermeable sharps container. Do not recap or manipulate needles in any way.
9. All linen soiled with blood/body secretions should be treated as possibly infectious.
10. All laboratory specimens should be processed as potentially infectious.
11. Follow agency policy regarding resuscitation during respiratory arrest.
12. Read and Sign Covid Form in Appendix L in this Lab Manual.

**OSHA Guidelines following Percutaneous or per Mucosal Exposure:**

**A Significant Occupational Exposure is Defined as:**

1. Cut or Needle stick caused by a needle or sharp object that was potentially or actually contaminated with blood/bodily fluid.
2. Mucous Membrane Exposure (i.e., splash to the ears, eyes, mouth) to blood or bodily fluids.
3. Cutaneous Exposure of large bodily fluids or prolonged contact with bodily fluids, especially if the exposed skin is abraded, chapped, dermatitis flare up, or compromised or broken in anyway.

**Procedure Following Exposure:**

1. **First Aid/Wound Care: Immediately Following Exposure:**
   a. Wounds should be immediately cleaned vigorously and thoroughly with soap and water.
   b. Mucus membranes should be flushed with water or normal saline solution immediately.
   c. Any other treatment will be given as indicated.
2. **Once First Aid/Wound Care Administered, Reporting Sequence**
   a. The student will immediately report to their clinical instructor any incident of exposure.
   b. Clinical instructor will then complete the Accidental Exposure Notification Form and submit to PTA Faculty Director (Form available from PTA Administrative Assistant).
   c. The student or clinical instructor will notify the Infection Control Officer at their respective clinic.
   d. Per review, specific recommendations will be made depending on the type of exposure and infectious agents that are involved.
Guidelines for Prevention of Transmission of Infectious Disease

Bakersfield College’s PTA Program recognizes that there has been a rapid increase in blood borne diseases, creating a need for policies and procedures for the management of issues related to infectious disease. This policy is designed to balance the protection from risk for faculty, students, and clients, with individual rights of equal opportunity and privacy. Students will be provided with information regarding protection from possible infectious diseases that they may be exposed to during their educational experience in the program. Although the risk of infection transmission exists, that risk can be minimized by appropriate education along with actions to prevent transmission. The PTA program identifies the importance of controlling the spread of microorganisms that can cause infection in humans by having our students be educated health practitioners in the prevention of infectious disease.

Bakersfield College’s PTA Program Policy on Prevention & Transmission of Infectious Disease is as follows:

1. Students will be educated on the chain of command of infection including measures which prevent the transmission of infection prior to participating in clinical education.
2. The information will be repeated and reviewed throughout the curriculum with increased depth as the student encounters more complex situations.
3. Students will acknowledge in writing by signing the Occupational Exposure Control Panel in this Handbook (Appendix I) that they have been provided the following information regarding transmission of infectious control in the Health Care Field.
   a. State the risk of infectious disease encountered in the allied health field.
   b. Identify and understand the control measures that are consistent with Centers for Disease Control (CDC) and OSHA guidelines.

Occupational Exposure Control Protocol:

Bakersfield College's PTA Program informs students that working in the healthcare profession does expose them to the risk of coming contact with hazardous or infectious substances. The PTA Program complies with all rules, standards, and regulations issued by the Occupational Safety and Health Administration (OSHA) and recommendations of the Center for Disease Control (CDC). Students are excepted to consistently follow all safe workplace practices. These practices are designed to reduce or eliminate your exposure to blood borne pathogens and other hazardous material.
Bakersfield College’s PTA Program Standards for Exposure Control Protocol:

1. Students must pass a test covering universal standard precautions for dealing with blood and other potentially infectious materials.
2. Students must obtain a Hepatitis B vaccination series with proof of tither or sign a delineation statement.
3. Students must utilize Personal Protective Equipment (PPE) when participating in activities where there is potential exposure.
4. Material Safety Data Sheets (MSDS) are maintained in all areas where potentially hazardous chemicals are utilized.
5. Sharp containers & biohazard disposal containers are located in laboratory and clinical areas.
6. Each Laboratory will have a first aid kit.

Physical Therapist Assistant Students who sustain a needle stick or other occupational injury resulting in an exposure to bodily fluids, blood, or other hazardous materials should follow the following protocol:

1. Wash the affected area immediately with soap and water.
2. If possible, cover the area with a dressing.
3. If there is any ocular exposure, flush thoroughly with water/eye wash that is available.
4. Immediately inform the instructor
5. The BC PTA Program recommends that the student see a healthcare provider who is trained in assessing the risk of exposure immediately, if possible, but no later than 48 hours.
6. Complete the incident report located in the PTA Office in LA 118.

Students can consult with the Bakersfield College’s Student Health Center for an appropriate healthcare provider. Students are responsible for all expenses related to testing and treatment resulting from the needle stick or other occupational exposure. With this in mind it is recommended that students acquire/maintain their own health insurance policy to cover these expenses.

Guidelines for usage of Personal Protective Equipment and Universal Precautions for the Prevention & Transmission of Infection Disease:

1. Proper usage of Universal Precautions is an effective way to prevent transmission of infectious disease. Universal precautions are an approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious for HIV, HBV and other bloodborne pathogens, (Bloodborne Pathogens Standard 29 CFR 1910.1030(b) definitions).
2. Students will be instructed in universal precautions and CDC recommendations on infection control measures prior to beginning clinical experiences and will be reinforced throughout the PTA program.
3. Students will be asked to revie current information regarding universal precautions from the CDC infection control measures every semester along with a signed acknowledgment of the information by signing the Universal Precaution Form located in this Packet.
4. Students can find up to date information on universal precautions (standard precautions) and prevention of transmission of infectious disease at: https://www.cdc.gov/oralhealth/infectioncontrol/summary-infection-prevention-practices/standard-precautions.html

Physical Examination
Students entering the Bakersfield College Physical Therapist Assistant Program are required to have a physical examination performed verifying the physical and mental ability to perform the Essential Technical Standards defined by the Program. Students are advised to work with the Student Health Center at Bakersfield College regarding their student health and wellness programs located in Campus Center 3.

Mandatory Immunization and testing for the following (note: in process immunization accepted).

- Proof of Two MMR vaccinations OR Two rubella vaccinations OR One MMR vaccination within the past two years OR One rubella vaccination within the past two years OR
- Positive immunity titer
- Proof of Varicella immunization or a titer demonstrating positive immunity.
- Proof of Seasonal flu vaccination or declination acknowledging the risk of influenza infection in a healthcare setting.
- Proof of annual TB which may include Negative T-Spot (AKA QuantiFERON Gold) OR (Two-Step) Two negative tuberculosis skin tests administered three weeks apart within three months prior to entering the program OR Clear chest X-ray and a TB Questionnaire. Annual TB is only skin test or the annual TB questionnaire for those students with a chest x-ray.
- Current Tdap (tetanus, diphtheria, and pertussis) including One Tdap vaccination within the past ten years OR Positive immunity titer OR Signed declination form.
- Annual Mask (N95) Fit Test (must be kept with you during clinical education)
- One of the following is required: Three Hepatitis B vaccinations OR Positive surface antibody titer OR Signed declination form.
- These requirements are subject to change in order to meet current affiliated clinical requirements.
- Students will submit to COVID-19 nasal swab testing as directed by clinical education facilities and in the event of a possible exposure.

These must be completed during the first semester, by March 1st, 2022.
Hepatitis B Vaccine Information

Students entering the Physical Therapist Assistant Program are at high risk for exposure to Hepatitis B. Due to this risk, students are required to present documentation of a completed HBV immunization series --OR-- an HBV immunization series in progress prior to clinical contact with patients and must be completed during first semester, March 1st, 2022. Students who present documentation of HBV series in progress must validate completion of the series within the length of time prescribed by the manufacturer. Students demonstrating positive HBV titers are exempt from this requirement. The Hepatitis B Vaccine Series consists of three injections given over a six (6) month period. The Hepatitis B Surface Antibody test will need to be drawn 1 month after the last injection to determine effectiveness of the vaccine. If no antibody is detected, further vaccination is required. If the student declines or has reason to believe that the vaccine is contraindicated for him or her, the student must sign a declination form acknowledging the risk of Hepatitis B infection in a health care setting (form available in the PTA office). If a student has previously received the complete Hepatitis B Vaccination Series and antibody testing has demonstrated that the student is immune, written confirmation of the vaccine/testing must be provided to the program.

Students who do not have evidence of vaccination or serologic evidence of immunity from previous infection are responsible for producing evidence of medical supervision following an exposure incident with physician clearance for clinical practice.

Freedom from Active Tuberculosis Examination

As a condition of admission and continuing enrollment in the Physical Therapist Assistant Program all students are required to submit an annual (every 12 months) tuberculosis screening examination that indicates freedom from active tuberculosis.

Basic Life Support/CPR

Prior to the beginning of the Physical Therapist Assistant Program, and then throughout the program, students are required to show proof of a valid American Heart Association Basic Life Support – Healthcare Provider. No other card will be accepted. This BLS card must be valid throughout the 2-year program. It is your responsibility to provide a copy of the current BLS card to the Physical Therapist Assistant department and to carry a copy of this card while attending clinical rotation in the healthcare facilities. If you need information about where classes are offered, please contact the PTA program administrative assistant. Please provide a copy of your current CPR card to the PTA program administrative assistant by March 1st, 2022.
**Healthcare Facility Safety Requirements**

The Bakersfield College Physical Therapist Assistant Program maintains contractual agreements with clinical agencies used in the education of imaging students. These agencies require that students annually complete workplace safety training (which must meet OSHA guidelines). Prior to attending clinical the student must:

- Complete the Safety Education Certification online through the HealthStream electronic learning system. Students must complete the following modules: Rapid Regulatory Compliance: Clinical I and Rapid Regulatory Compliance: Clinical II. Both will provide a Certificate of Completion, and these must be uploaded on-line to the current electronic portfolio on-line tracking system used by the program.
- Complete the Radiation Monitoring Badge form and submit to your BC Clinical Coordinator as specified in RADT B4a-Introduction to Clinical Education.

**Electronic Portfolio**

All clinical requirements regarding health and safety must be maintained in your electronic portfolio. It is the student’s responsibility to maintain the portfolio at all times and respond to all electronic requests made by HealthStream.
VI. STUDENT PARTICIPATION, ACTIVITIES & GENERAL POLICIES

Bakersfield College Physical Therapist Assistant students are encouraged to participate in the formation and revision of policies that affect them.

Conduct

Students should conduct themselves in a professional and ethical manner at all times and any proof of insubordination or dishonesty will be discussed and reviewed for compliance with college policy.

Current Address

Each student must keep his/her current address and telephone number on file with the PTA Department Office. Be sure to include all applicable phone number (cell phone, emergency number, etc.). This information will be kept confidential unless the student requests otherwise.

Communication

Student to Instructor Communication

Instructors in the PTA Program have scheduled office hours which are posted outside their office doors and in their class syllabus. Please contact your instructor or the Program Director to discuss your progress, any problems, or if you need any assistance. Bakersfield College email is the only acceptable email for communication in the PTA Program. You can find all Instructors emails listed on their syllabus BC PTA website.

Student to Instructor Email

Students are encouraged to discuss progress, need for assistance or any other problems face to face when able with their instructors. When this is not possible email communication or confer zoom meetings may be utilized. Proper email etiquette must be adhered to including no emails containing jokes, chain letters, inappropriate language, or other offensive pictures or language. Remember emails should include a concise subject, a professional greeting, a short and concise message, and appropriate sign off. We encourage issues to be resolved with face-to-face communication when plausible.

Informing Students of Program Changes

Policies and Procedures will be communicated to students through the PTA Student Handbook which will be revised on a regular basis to provide accurate and current information. Each PTA student will receive their own copy of the Handbook once admitted to the PTA program. Any changes made to the PTA Student Handbook will be emailed to your BC email and posted on Bakersfield College’s PTA website in the Policy and Procedure Manual: https://www.bakersfieldcollege.edu/kinesiology-health-athletics/physical-therapist-assistant.
**Phone Calls/Student Visitors**

No personal phone calls should be received in clinical areas. Emergency calls should be directed through the imaging department to which you are assigned. Cell phones may not be used for personal reasons in the clinical setting. Students may not have visitors in the clinical setting.

**Transportation**

Students are required to have unlimited access to reliable transportation and possess a valid California driver's license. It may be necessary to drive to a clinical site several days out of the week. Proof of Insurance and valid driver's license will be kept on file in the PTA office. Students may park only in designated areas, both at the College and Clinical Education Center. Refer to the Campus Parking Regulations, outlined on-line at www.bakersfieldcollege.edu. Parking policies are specific to each Clinical Education Center.

**Clinical Sites may require travel outside of the geographical area of Bakersfield College; therefore, students are responsible for transportation, food, and drink.**

**Program Completion**

**College Graduation**

Students who successfully meet both program completion and college degree requirements are eligible to participate in the official commencement activities of the college and are encouraged to do so.

By the end of the fall semester prior to spring program completion, each student must complete a graduation check to determine progress towards program completion and graduation from the Physical Therapist Assistant Associate of Science Degree. This is to help ensure that students complete the program on time. Students must apply for graduation prior to the spring filing deadline and complete a graduation check during the spring semester as part of applying for graduation. A copy of this graduation check must be provided to the Program Director. Students must earn the Associate in Science Degree to be eligible for state licensure and national registration.
Program Pin

Students who successfully complete both program and college degree requirements are eligible to purchase a Physical Therapist Assistant Program Pin. The pin is ordered. assistant students, throughout the entire program. It is the responsibility of the student to acquire the schedules from the class schedule or Banner Web. The student can register at any time before the semester begins. Only students who have officially completed registration may attend class including didactic, laboratory, and clinical education courses.

BACKGROUND ACADEMIC HONESTY

If the instructor has reason to believe a student has committed an act of lying, cheating, or plagiarism that is documented by anecdotal records, the student will be counseled and informed of the situation by the instructor. If the incident involves cheating on an exam or class assignment, no credit will be given, nor may the assignment be repeated. Refer to the College Student Handbook for more information on disciplinary action which may occur due to dishonesty.

SCREENING

The Bakersfield College Physical Therapist Assistant Program maintains contractual agreements with clinical agencies used in the education of physical therapist assistant students. These agencies require criminal background checks for all employees, students, and volunteers. Current physical therapist assistant students must at all times meet applicable agency security standards for placement in mandatory clinical rotations at affiliated hospitals and imaging centers.

- Every student offered a space in the program will be required to submit a background screening (at the student’s expense) as part of his/her clinical requirements for admission.
- A history of misdemeanor or felony conviction(s) or any exclusion or other ineligibility for federal program participation could render a student ineligible for clinical placement, as determined by the clinical agencies.
- In the event a student has a positive criminal background screening and is denied placement at a healthcare facility, the program will attempt to place the student at an alternative facility. However, if a student cannot obtain a background clearance from the clinical agencies, it will not be possible to place the student in the clinical areas, which is a required component of the program.
- In the event that a student cannot obtain a background clearance sufficient to meet mandatory clinical objectives, the space will be forfeited.
- Students who are found to be ineligible for clinical placement by a clinical agency after admission to the physical therapist assistant program shall be subject to dismissal from the program, as they will be unable to complete the clinical rotations.
- The student is given the opportunity to receive a copy of the screening report and has the right to dispute the accuracy of the report.
Access to the criminal background screening information is limited to the Director or designee. Background information will remain confidential.

**POLICY FOR REPORTING CHANGE IN CRIMINAL BACKGROUND**

Any change in background status (i.e., arrest or conviction) must be through the Program Office. The pin remains the property of the Bakersfield College Physical Therapist Assistant Program until the student successfully completes the Program.

**COLLEGE PUBLICATIONS & SERVICES**
- Students are expected to read the Bakersfield College Catalog and comply with the policies described in the areas of, but not limited to:
  - Admission and Registration
  - Matriculation Steps
  - Academic Regulations
  - Student Services
  - Graduation Requirements
  - Student Rights and Responsibilities
  - Academic Support Services

**Student Services**

Recognizing that students have different learning styles and may need assistance for disabilities, students are encouraged to use the college services and resources available to them. These include, but are not limited to:

- Assessment of Disabilities and Accommodations:
  - Students with disabilities needing accommodation, including those who had an IEP or 504 plan in high school, should make requests to the office of Disabled Student Programs and Services in the Student Services Building, Room 10, and (661) 395-4334, dbspdesk@bakersfieldcollege.edu All requests for accommodations require appropriate advance notice to avoid delay in services. Please discuss approved accommodations with me so we can work together to ensure your access and success at Bakersfield College.
- Testing Accommodations
- Students who have verified disabilities and accommodations request on file with the DSP&S office may take out of classroom exams in the Assessment Center. The student must provide the Physical Therapist Assistant Program and each instructor with the appropriate DSP&S documentation authorizing the accommodations. The student must provide the instructor with a Test Accommodation Form prior to a scheduled day of the examination (one week is preferred). It is the student’s responsibility to return the completed form to the Assessment Center according to the timeline set forth by the center. Additional time to take program examinations based on a certified disability.
CLASS REGISTRATION

- All of your Physical Therapist Assistant Program classes are controlled registration. The PTA department controls the registration and reserves places in the class for all physical therapist reported to the Director of the Physical Therapist Assistant Program immediately.
- Any student with a pending misdemeanor or felony charge must report his or her status to the Director of Physical Therapist Assistant Program. This action will allow the director to refer the student to licensure requirements for the State of California.
- Failure to report any changes in criminal background, immediately, may result in dismissal from the Bakersfield College Physical Therapist Assistant Associate of Science Degree Program.

DRUG/ALCOHOL SCREENING

The Kern Community College District Board Policy Manual, Section 4-Students/Instructional Services, Policy 4G, addresses the drug and alcohol screening for students in Allied Health Programs. The Bakersfield College Physical Therapist Assistant Program maintains contractual agreements with clinical agencies used in the education of physical therapist assistant students. These agencies require drug and alcohol testing of employees and students. For incoming physical therapist assistant students, drug and alcohol screening is required as part of the pre-admission process. For currently enrolled students, drug and alcohol screening is mandatory when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol while in the classroom and/or clinical settings.

All students accepted into the PTA program will be tested for drug and alcohol use as part of the pre-admission process. If the applicant fails to appear for the pre-admission screening test, his/her application to the physical therapist assistant program will be immediately rescinded.

All students must further sign a statement agreeing to immediate monitored drug and alcohol screening upon request of the PTA Director and/or an instructor when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol.

Incoming and currently enrolled students with verified positive test results for alcohol, any illegal drug, or abuse of prescribed or over-the-counter medications or mind-altering substances will be given reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists, incoming students will not be admitted to the program and currently enrolled students will be not be allowed to
participate in clinical activities; thus, they may not meet the objectives required for successful completion of the physical therapist assistant program. Re-application or readmission will be contingent upon the student’s satisfactory completion of an approved rehabilitation program.

If a student who has been readmitted into the physical therapist assistant program after successfully completing a rehabilitation program fails a subsequent drug and alcohol screen, the student will be dropped from the program and will be disqualified for readmission.

If in the instructor’s judgment a student is impaired which interferes with the student’s ability to function safely in his/her clinical assignment, the instructor shall immediately withdraw the student from the assignment. If in the instructor’s judgment a student is impaired and is disruptive in the classroom, the instructor will ask the student to leave the classroom. The instructor shall document, in writing, the observations which led to the withdrawal or exclusion of the student and submit the report to the Program Director. The Director shall proceed according to Kern Community College District and College policy.

Use of Drugs
Bakersfield College’s Physical Therapist Assistant Associate of Science Degree Program recognizes that impairment by illegal drugs, prescription drugs, and/or alcohol among health professionals is a serious national problem, which compromises safe care of clients, as well as the mental and physical health of the professionals involved. Bakersfield College Physical Therapist Assistant Associate of Science Degree Program is committed to being drug free. Kern Community College District Policy (Section 3)

- No drugs, which impair mental or physical performance, shall be taken while attending the clinical laboratory healthcare assignment.
- Drugs may not be removed from laboratory areas.
- The student shall not take a friends’ or relative’s prescription drugs.
- Any change in medication use will be reported to the instructor and/or Program Director.

VII. RECORDS

Student Records
- A program file will be started when the student applies for enrollment and will contain the enrollment form, transcripts and other data required for initial evaluation.
- When the student is enrolled, the student folder will become part of the Physical Therapist Assistant Program file. At completion of the program all official information as required by programmatic accreditation requirements, (record of clinical performance, clinical readiness form and record of program completion, etc.) will remain on file in the Program office. Permanent transcripts will be maintained by the Office of Admissions and Records. Other information will be destroyed.
• Student files will contain data such as student evaluations, conference or probation reports and other information to document student progress.

• If a student withdraws prior to graduation, a summary statement of the student’s progress and reason for withdrawal will be placed in the folder and it will be placed in the inactive class file.

• Students may inspect their file under the direct supervision of a faculty member.

• All student records are confidential and information from them will only be given to authorized persons within the College. Data such as grades, Registry, and State Board Examination scores, clinical evaluations and health records may not be revealed without a student’s written consent. Information will be used only for the purpose of student evaluation and to document progress within the Program.

• Access to and Confidentiality of Student Records: Privacy Act (from Bakersfield College catalog): Student records are protected by the Family Education Rights and Privacy Act (FERPA), state law and Kern Community College District Board Policy from access by casual or unauthorized persons. Access to records is provided to the student, appropriate college staff members, persons having written consent of the student, or by court order or subpoena. The Privacy Act affords Bakersfield college the right to release such “Directory Information” as the student’s name, address, e-mail address, photographs, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If a student does not want this information released, the student must check the privacy requested box on the college admission/update forms. Present and former BC students are given the right to inspect, review and challenge the contents of all the educational records related to them. No information contained in their educational records may be released without their consent, except to those agencies or individuals authorized by the Act. Students wishing to inspect, review to challenge any of their educational records must make a request in writing to the Director of Enrollment Services. Copies of the Bakersfield College FERPA Policy are available in the Office of Admissions and Records.

• Program student names are provided to the Affiliated Clinical Education partners of the program for the purposes of student assignments at the clinical agency. Student names are confidential and may only be used for educational purposes.
**Patient Records and Confidentiality**

Patient records may be used only for the purpose of providing patient care. Information acquired from patient records is strictly confidential. Physical Therapist Assistant students have a need to know during the performance of physical therapy interventions only while participating in clinical education. Any other access to patients or patients' information including written, oral, or visual forms is strictly prohibited. Students may only access patient areas for the purposes of conducting physical therapy interventions while under the supervision of a licensed PT or PTA. Students may not access restricted areas such as lock down units (inmate areas, psychiatry units, etc.) Students must be aware that intentional or unintentional actions or behaviors that violate confidentiality can result in a healthcare facility, their employees and/or students being fined for these actions. Disciplinary action can result in employee and/or student dismissals. A breach of confidentiality does not meet the standard of care for the American Physical Therapy Association. For educational purposes, discarded or copied physical therapy interventions or another chart information may be utilized but must have all patient identification removed. All students are required to sign a confidentiality statement that is in compliance with the Health Insurance Portability and Accountability Act (HIPAA) upon program enrollment (Appendix H).

**Program Expenses**

Program expenses include such items as registrations fees, health examination, books, supplies including an HealthStream fee, student Kits, uniforms, parking permit, textbooks, and student health fees. The majority of the expenses occur at the beginning of the first semester. Expenses for transportation can increase during the fourth semester when you are in full time clinical rotations and may have to commute up to one hour each way.
VII. FINANCIAL INFORMATION

Bakersfield College’s Physical Therapist Assistant Program Estimated Costs

The table below identifies an estimate of costs for the Physical Therapist Assistant Associate of Science Degree Program and are subject to change as the college fee structure changes and other fees change by outside organizations or agencies. College Enrollment Fees for 2-Year Program ($46.00 per unit)

*Non-resident students are required by state law to pay non-resident tuition. Consult the Bakersfield College Catalog for current fees.

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<thead>
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<th>First Semester</th>
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<tbody>
<tr>
<td>Registration 7 PTA units x $46.00</td>
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<td>Textbooks/Lab Manuals (1st year textbooks)</td>
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<td>PTA Student Kits</td>
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<td>HealthStream</td>
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<td>Parking Permit (optional)</td>
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<td>Student Representation Fee</td>
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<td>Background Screening ($42) &amp; Drug Screen ($35)</td>
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<td>BLS/CPR Certification</td>
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<td>Mask Fit Testing ($20 annually)</td>
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<td>Textbooks/Lab Manuals (paid for full year in first semester)</td>
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<td>Uniforms/Polo Shirts (2), closed toed shoes, slacks, belt (approximate)</td>
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<td>Parking Permit (optional)</td>
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BC PTA Student Handbook 2022/2023
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<th></th>
<th>Amount</th>
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<td>Health fee ($13) &amp; Student Center Fee ($5)</td>
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<td>Student Representation Fee</td>
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<td>Score builders Test Preparation Course (optional)</td>
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<tr>
<td>Mileage – Variable – PHTA B64 may require driving for approximately one hour.</td>
<td>$200</td>
</tr>
<tr>
<td><strong>Total Estimated Second Semester Expenses</strong></td>
<td><strong>$1,293</strong></td>
</tr>
<tr>
<td><strong>Third Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition 11 PTA units x $46.00</td>
<td>$506</td>
</tr>
<tr>
<td>Textbooks/Lab Manual</td>
<td>$456</td>
</tr>
<tr>
<td>Mask Fit Testing ($20 annually)</td>
<td>$20</td>
</tr>
<tr>
<td>Uniforms/3 Additional Polo Shirts</td>
<td>$75</td>
</tr>
<tr>
<td>Parking Permit (optional)</td>
<td>$40</td>
</tr>
<tr>
<td>Health Fee ($13) &amp; Student Center Fee ($5)</td>
<td>$18</td>
</tr>
<tr>
<td>Student Representation Fee</td>
<td>$1</td>
</tr>
<tr>
<td><strong>Total Estimated Third Semester Expenses</strong></td>
<td><strong>$1,096</strong></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition 12 PTA units x $46.00</td>
<td>$552</td>
</tr>
<tr>
<td>Health fee ($13) &amp; Student Center Fee ($5)</td>
<td>$18</td>
</tr>
<tr>
<td>Student Representation Fee</td>
<td>$1</td>
</tr>
<tr>
<td>Score builders Test Preparation Course; Sponsored by PTA Dept Grant Funds</td>
<td>$0</td>
</tr>
<tr>
<td>Score builder study tools (workbook, flash cards, app with questions) OPTIONAL</td>
<td>$75</td>
</tr>
<tr>
<td>FSBPT For Examination/ Jurisprudence Exam For CA</td>
<td>$485</td>
</tr>
<tr>
<td>Prometric for Testing Site</td>
<td>$70</td>
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<tr>
<td>PTB of CA for Licensing Application Fee</td>
<td>$300</td>
</tr>
<tr>
<td>Fingerprinting/Live Scan (price range $75-125)</td>
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<tr>
<td>Mileage-variable – PHTA B80-B81 may require driving for approximately one hour.</td>
<td>$500</td>
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<tr>
<td>Program Pin</td>
<td>$8</td>
</tr>
<tr>
<td>Graduation Cap &amp; Gown</td>
<td>$45.00</td>
</tr>
<tr>
<td><strong>Total Estimated Fourth Semester Expenses</strong></td>
<td><strong>$2,126</strong></td>
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**TOTAL ESTIMATED PROGRAM EXPENSES FOR FOUR SEMESTERS** | **$6462**
Financial Assistance

Students seeking financial assistance to meet the costs of education are encouraged to contact the Office of Financial Aid and Scholarships, located in the Student Services Building. A variety of grants, scholarships, loans, and part-time employment opportunities are available for students who qualify on the basis of financial need, enrollment in six or more units leading to a degree or certificate and satisfactory academic progress.

Applications and information concerning the assistance programs can be obtained by contacting the Office of Financial Aid and Scholarships located on the main campus in the Student Services Building, Level 2, or bc_faid@bakersfieldcollege.edu phone: 661-395-4427.
## Appendix A

### BAKERSFIELD COLLEGE

PTA Technical Required Coursework After Admission into the PTA Program

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>PHTA B51 Kinesiology for the PTA</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHTA B52 Physical Agents/Modalities for the PTA</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHTA B90A PTA Skills Lab Beginner</td>
<td>1</td>
</tr>
<tr>
<td>2nd</td>
<td>PHTA 60 Orthopedics for the PTA</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHTA 61 Pathophysiology for the PTA</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHTA 62 Acute Care/Inpatient Interventions for the PTA</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHTA 63 Administration/Laws/Regulations for the PTA</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHTA 64 Clinical Education I for the PTA</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHTA B90B PTA Skills Lab Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>3rd</td>
<td>PHTA B70 Neurorehabilitation for the PTA</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHTA B71 Cardiopulmonary Rehabilitation for the PTA</td>
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</tr>
<tr>
<td></td>
<td>PHTA B72 Therapeutic Exercise for the PTA</td>
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<tr>
<td></td>
<td>PHTA B90C PTA Skills Lab Advanced</td>
<td>1</td>
</tr>
<tr>
<td>4th</td>
<td>PHTA B80 Clinical Education II</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PHTA B81 Clinical Education III</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>PHTA B82 Professional Development for the PTA</td>
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</tr>
<tr>
<td>Totals</td>
<td>PTA Technical Course Units Required</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>Minimum Support Course Units</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total Units Required</td>
<td>44</td>
</tr>
</tbody>
</table>

PTA student handbook/appendix A curriculum 2022
## APPENDIX B

### Program Addresses and Contact Information

<table>
<thead>
<tr>
<th><strong>College Address PTA Program</strong></th>
<th><strong>Full-Time Program Faculty</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bakersfield College</td>
<td>Jason Ament, PTA</td>
</tr>
<tr>
<td>Physical Therapist Assistant Program</td>
<td>Academic Clinical Education Coordinator (ACCE)</td>
</tr>
<tr>
<td>1801 Panorama Drive</td>
<td>Faculty Instructor (661) 395-3541</td>
</tr>
<tr>
<td>LA #118</td>
<td><a href="mailto:jason.ament@bakersfieldcollege.edu">jason.ament@bakersfieldcollege.edu</a></td>
</tr>
<tr>
<td>Bakersfield, CA  93305-1299</td>
<td>LA 118B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Program Messages</strong></th>
<th><strong>Program Assistant</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(661) 395-3540 Main Office</td>
<td>Department Assistant</td>
</tr>
<tr>
<td></td>
<td>Alexandria Bloom (661) 395-4269</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:alexandria.broom@bakersfieldcollege.edu">alexandria.broom@bakersfieldcollege.edu</a></td>
</tr>
<tr>
<td></td>
<td>LA-118</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Program Office Location</strong></th>
<th><strong>Program Classroom</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts – Room 118</td>
<td>Language Arts- 218</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Program Director</strong></th>
<th><strong>Program Laboratory</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Oesch, PT, DPT</td>
<td>Gym 11</td>
</tr>
<tr>
<td>Faculty Instructor</td>
<td></td>
</tr>
<tr>
<td>(661) 395-3583</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:suzanne.oesch@bakersfieldcollege.edu">suzanne.oesch@bakersfieldcollege.edu</a></td>
<td></td>
</tr>
<tr>
<td>LA-118A</td>
<td></td>
</tr>
</tbody>
</table>

PTA Program/Faculty/Program Contact List
Rev: 5/2021
APPENDIX C

CAPTE Accreditation

The PTA Program is accredited by the Commission on Accreditation of Physical Therapy CAPTE:

- 3030 Potomac Avenue, Suite 100
- Alexandria, Virginia 22305-3085
- 703/684-APTA (2782) or 1-800-999-APTA (2782)
- Website: http://www.capteonline.org/home.aspx
- Purpose: National Accreditation Agency for Physical Therapist and Physical Therapist Assistants Education

Reporting Allegations of Non-Compliance with CAPTE Standards
(from CAPTE website 4/2021)

https://www.capteonline.org/complaints

CAPTE considers complaints about programs that are accredited or are seeking accreditation by CAPTE, and complaints about CAPTE itself.

Formal Complaints About Programs

CAPTE has a mechanism to consider formal complaints about physical therapy education programs (PT or PTA) that allege a program is not in compliance with one or more of CAPTE’s. Evaluative Criteria (for complaints about events occurring before Dec. 31, 2015) or the Standards and Required Elements (for complaints addressing events occurring Jan. 1, 2016, and thereafter) or has violated any of CAPTE’s expectations related to academic integrity. CAPTE will consider two types of complaints: those that involve situations subject to formal institution/program due process policies and procedures and those that involve situations not subject to formal due process procedures:

- If the complainant is involved with an institution/program grievance subject to formal due process and procedure, CAPTE requires that the process be completed prior to initiating CAPTE’s formal complaint process, unless the complaint includes an allegation that the institution/program process has not been handled in a timely manner as defined in the institution/program policy, in which case CAPTE will consider the complaint prior to completion of the grievance process. Evidence of completion of the institutional process or of the untimely handling of such must be included in the complaint materials.

- If the complaint is related to situations that fall outside of formal due process policies and procedures, the complaint may be filed at any time.

CAPTE will not consider complaints that fall outside its jurisdiction/authority as expressed in the Evaluative Criteria (or Standards and Elements, as appropriate) and the academic integrity statements. When appropriate, complainants will be referred to other organizations to pursue their concern(s).

CAPTE will not intervene on behalf of individuals or act as a court of appeal for faculty members or students in matters of admission, retention, appointment, promotion, or dismissal. CAPTE will take action only when it believes practices or conditions indicate the program may not be in compliance with the Evaluative Criteria for Accreditation (or the Standards and Required Elements, as appropriate) or the
APPENDIX D

PTA National Exam and California Licensure:

PTA National Exam Eligibility & Licensure

Candidates who graduate from an Accredited Physical Therapist Assistant School, such as Bakersfield College, are eligible to sit for the National Licensure Exam for Physical Therapist Assistant. Application information and fees for exam and licensing may be obtained on the following websites.

Department of Consumer Affairs Physical Therapy Board of California

- 2005 Evergreen Street, Suite 2600
- Sacramento, CA 95815
- 916-561-8200
- Website: https://www.ptbc.ca.gov/
- Purpose: The PTBC is a California State government agency, which licenses and disciplines physical therapist and physical therapist assistants.

The Federation of State Boards of Physical Therapy

- 124 West Street South, Third Floor
- Alexandria, VA 22314
- 703-299-3100
- Website: https://www.fsbpt.org/
- Purpose: Organization for taking National Exam and California Jurisprudence Exam for licensure to become a Physical Therapist Assistant.

EXAMINATION INFORMATION To be made eligible for the NPTE and CAL-Law, You Must:

- Be within 90 days of graduation.
- Have registered and paid for the NPTE and CAL-Law through the Federation.
- Have applied to PTBC no later than the Federation’s registration and payment deadline for the exam.

The PTA NPTE:

- 200 questions, and you have four hours to complete it.
- You may take the NPTE three times in a 12-month period.
- Cost: $485 to the Federation; $70 to the Prometric testing center.
- No examination fees are paid to PTBC. For information regarding examination preparation, day-of expectations,
- and more, please visit the Federation’s website.
CALIFORNIA LAW EXAMINATION (CAL-LAW)

- The CAL-Law tests applicants' knowledge of the laws and regulations related to the practice of physical therapy in California. It is the same for both physical therapist applicants and physical therapist assistant applicants.
- The CAL-Law consists of 50 questions, and you have one hour to complete it.
- Cost: $65 to the Federation; $25 to the Prometric testing center.
- No examination fees are paid to PTBC. The CAL-Law study materials are compiled by PTBC in the California Laws and Regulations Related to the Practice of Physical Therapy publication.

DEPARTMENT OF CONSUMER AFFAIRS • PHYSICAL THERAPY BOARD OF CALIFORNIA

- Application Processing Fee and Initial License Fee PTA:
  - $300 This fee is nonrefundable. The ILF is for your initial California licensure period, which is the time between your initial license issuance and your first renewal. This fee is required of all applicants regardless if you are licensed in another jurisdiction or previously held a California license.
  - tests applicants’ knowledge of the laws and regulations related to the practice of physical therapy in California. It is the same for both physical therapist applicants and physical therapist assistant applicants.
  - The CAL-Law consists of 50 questions, and you have one hour to complete it.
  - Cost: $65 to the Federation; $25 to the Prometric testing center.
  - No examination fees are paid to PTBC. The CAL-Law study materials are compiled by PTBC in the California Laws and Regulations Related to the Practice of Physical Therapy publication.

DEPARTMENT OF CONSUMER AFFAIRS • PHYSICAL THERAPY BOARD OF CALIFORNIA

- Application Processing Fee and Initial License Fee PTA:
  - $300 This fee is nonrefundable. The ILF is for your initial California licensure period, which is the time between your initial license issuance and your first renewal. This fee is required of all applicants regardless if you are licensed in another jurisdiction or previously held a California license.
APPENDIX E
Essential Technical Standards for Physical Therapist Assistant Students

Physical Therapist Assistant students must meet the following essential technical standards to ensure the safety and welfare of the patients, the health care team and themselves.

### Essential Technical Standards:

#### Physical Abilities:
- Capable of standing and/or walking up to seven hours throughout an eight-hour shift.
- Bend, crouch, or stoop several times per hour.
- Lift and carry a minimum of 30 pounds several times an hour.
- Lift and move up to a 300-pound patient in a 2–3-person transfer.
- Reach overhead above the shoulder 90 degrees.
- Push and/or pull objects and equipment weighing up to 300 pounds.
- Utilize eyesight to observe patients, manipulate equipment and accessories to evaluate radiographs for technical quality under various illumination levels from low levels of illumination to amber/red lighting to bright light levels.
- Capable of hearing to effectively communicate with the patient and healthcare team.
- Utilize sufficient verbal and written skills to effectively and promptly communicate in English with the patient and healthcare team.
- Manipulate medical equipment and accessories, including but not limited to switches, knobs, buttons, and keyboards, utilizing fine and gross motor skills.
- Perform the assigned job responsibilities with the intellectual and emotional functions necessary to ensure patient safety, and exercise independent judgment and discretion.
- Utilize the above standards/functions to respond promptly to patients’ needs and/or emergency situations.

#### Work Hours and Environment:
- Able to work up to 8-10 hours per day up to 40 hours per week at clinical sites.
- Exposure to hazardous material and blood-borne pathogens requiring safety equipment such as masks, head coverings, glasses, rubber, and latex gloves, etc.
- Must be able to meet clinical and academic performance standards.
- Must travel to and from training site; this may require long distances or relocation.

#### Cognitive Abilities:
- Understand and work from written and verbal orders.
- Possess effective verbal and written communication skills.
- Understand and implement related regulations and clinical policies and procedures.
- Possess technical competency in patient care and related areas.
- Perform presentations to individuals and small groups.
- Conduct patient assessments and counsel patients and families.
- Assess changes in vital signs and measurements.

Upon admission, a candidate who discloses a disability and requests accommodation will be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The College will provide reasonable accommodations but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions outlined in the Student Essential Technical Standards either with or without accommodation.

I have read the Student Essential Technical Standards for Bakersfield College’s Physical Therapist Assistant Students and acknowledge that; I am able to perform these functions:

Student Signature: ______________________ Date: ______________________

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BC PTA Student Handbook 2022/2023

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APPENDIX F

Directory of Important Organizations for Physical Therapist Assistants

Commission on Accreditation of Physical Therapy Education (CAPTE)
- 3030 Potomac Avenue, Suite 100
- Alexandria, Virginia 22305-3085
- 703/684-APTA (2782) or 1-800-999-APTA (2782)
- Website: http://www.capteonline.org/home.aspx
- Purpose: National Accreditation Agency for Physical Therapist and Physical Therapist Assistants

American Physical Therapy Association (APTA)
- 3030 Potomac Ave. Suite 100
- Alexandria, VA 22305-3085
- 1-800-999-APTA (2782)
- Website: https://www.apta.org/
- Purpose: National Professional Physical Therapy and Physical Therapist Assistant Organization. Offers continuing education and student memberships. Students may search this website to explore career opportunities as a Physical Therapist Assistant. There are also resources for physical therapy journals, subspecialties in PTA, job listings and legislature at the national level involving physical therapy.

California Physical Therapy Association (CPTA)
- 1990 Del Paso Road
- Sacramento, CA 95834
- 1-800-743-2782
- Email: CPTA@ccapta.org
- Website: https://www.ccapta.org/
- Purpose: California Professional Physical Therapy and Physical Therapist Assistant Organization. Offers continuing education and student memberships. Resources for current issues in physical therapy interventions and state legislature issues for California are also included on the website.

Department of Consumer Affairs Physical Therapy Board of California
- 2005 Evergreen Street, Suite 2600
- Sacramento, CA 95815
- 916-561-8200
- Website: https://www.ptbc.ca.gov/
- Purpose: The PTBC is a California State government agency, which licenses and disciplines physical therapist and physical therapist assistants.

The Federation of State Boards of Physical Therapy
- 124 West Street South, Third Floor
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- 703-299-3100
- Website: https://www.fsbpt.org/
- Purpose: Organization for taking National Exam and California Jurisprudence Exam for licensure to become a Physical Therapist Assistant.
APPENDIX G

Student Complaint Policy
Students who contend they have been treated unfairly have the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong. The student complaint policy is identified in the Kern Community College District’s (KCCD) Board Policy. The board policy may be accessed on-line at: https://www.kccd.edu. Review the Board of Trustees section of the website and then access the board policy, Section 4: Students/Instructional Services.

Student Complaint Procedure
Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in college-related activities. Student complaints are taken seriously; therefore, the complaint must be of a compelling, substantive, and verifiable nature (KCCD Policy 4F9). The student complaint procedures are identified in KCCD Procedure 4F9(a).

Informal Student Complaint Procedure
Since filing of complaints against any party is a serious undertaking, prior to filing a written complaint, and within ten (10) instructional days of the incident leading to the complaint, the student(s) should attempt to contact the staff member involved in an attempt to resolve the issue. If this attempt is not feasible or does not resolve the problem, the student may initial Level I action. Complaints may not be filed after ninety (90) instructional days from the date of the incident leading the complaint. The progression of an Informal Student Complaint for a student in the Physical Therapist Assistant Associate of Science Program is as follows:

• Discuss the issue with Instructor and if not satisfied.
• Discuss the issue with the Program Director.

Formal Student Complaint Procedure
In the event that a resolution cannot be achieved following the informal complaint procedure and a student maintains they have been treated unfairly; the student has the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong. This procedure applies to student complaints such as:

• Course content
• Access to classes
• Verbal or physical abuse by faculty, staff, or students
• Faculty member refusal to confer with student(s)
• Harassment

This procedure does not apply to student complaints, which involve:

• Unlawful Discrimination (See KCCD Policy 7D4)
• Sexual Harassment (See KCCD Policy 7D2)
• Assignment of grades (See KCCD Policy 4C4C for final grade changes)

STUDENT CONDUCT, SEXUAL HARASSMENT AND OTHER POLICIES
Student conduct is addressed on the college website www.bakersfieldcollege.edu. Review the Student Services section of the website and select “Policies”.

SEXUAL HARASSMENT
The Kern Community College District is committed providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation.

The Board of Trustees of the Kern Community College District (KCCD) will not tolerate any behavior which constitutes sexual harassment of staff or students. It is the policy of the District that members of the college community, including visitors, guests, and contractors may not sexually harass another person employed or contracted to do business by or on District property.

Information is located in KCCD Board Policy Manual, Section 7D2A
Confidentiality Statement

In the normal course of business, any person connected with an organization has the potential to come into contact with confidential information. In some cases, exposure to such information is coincidental or incidental; in others it is an integral part of the job function. This information may be personal, clinical, financial, or other. It may be computerized (that is, in electronic form), or in hard copy, or even oral in nature.

Examples of such confidential information include, but are not limited to medical records, employee records, financial records and reports, information distributed to committee members to inform deliberation and decision making, and information found accidentally. It also includes information gained through discussion in committees, from employees, from patients and their families or friends, from external agencies, the media, or the medical staff, and so on.

It is the policy of the Bakersfield College Physical Therapist Assistant Associate of Science Program to maintain confidential information in strict confidence, both while at clinic and when off duty. Therefore, all students/staff who have access to confidential information are prohibited from disclosing such information in any unauthorized manner. They must use this information only in ways that are consistent with this commitment to confidentiality. Consistent with the principle of “need to know”, it is also incumbent on all who are exposed to confidential information to see that they use only as much of such information as is needed to their job or perform their function.

It is policy of the Bakersfield College Physical Therapist Assistant Associate of Science Program to maintain all aspects of confidentiality. Students/Faculty are accountable for being aware of the legal implications in respecting the rights of others, especially the faculty right to privacy. The following guidelines are strictly adhered to as per HIPPA.

- Confidentiality of client information must never be violated.
- Client personal, family or health related information may not be removed from the healthcare setting.
- Any written assignments must not have any client identifying information on them and are to be treated with confidentiality, i.e., do not share any of the information or paperwork with others.

It is also the responsibility of any who have contact with confidential information to preserve such records against loss, destruction, tampering and inappropriate access and use, including inappropriate disposal.

Any breach of confidentiality represents a failure to meet the legal, professional, and ethical standards expected, and constitutes a violation of this policy. A breach need not take the form of a deliberate attempt to violate confidentiality but includes any unnecessary or unauthorized use or disclosure of confidential information due to carelessness, curiosity, or concern, or for personal gain or malice, including but not restricted to informal discussion. Such breaches may result in discipline and/or civil or criminal penalties.

Confidentiality Agreement

I understand the above statement of confidentiality and agree to fulfill its expectations in my treatment of confidential information. Further, I understand that a violation or breach of this commitment to confidentiality will be investigated and responded to in a manner to prevent a reoccurrence. I understand that I could also be subjected to disciplinary action that may include legal action.

____________________________________   ______________________
Print Name_________________________________________________________ Signature_________________________________________________________ __Date____________
APPENDIX I

BC PTA Program

Occupational Exposure Control Protocol
Students are advised that working in a health profession does expose them to the risk of coming into contact with hazardous substances. The Bakersfield College PTA program complies with all standards, rules, and regulations issued by the Occupational Safety and Health Administration (OSHA) and the recommendations of the Center for Disease Control (CDC). Students should consistently follow all safe workplace practices. The following practices are designed to eliminate or reduce your exposure to blood borne pathogens and other hazardous material.

Bakersfield College’s PTA Program Standards for Exposure Control Protocol:
1. Students must pass a test covering universal standard precautions for dealing with blood and other potentially infectious materials.
2. Students must obtain a Hepatitis B vaccination series with proof of tither or sign a delineation statement.
3. Students must utilize Personal Protective Equipment (PPE) when participating in activities where there is potential exposure.
4. Material Safety Data Sheets (MSDS) are maintained in all areas where potentially hazardous chemicals are utilized.
5. Sharp containers & biohazard disposal containers are located in laboratory and clinical areas.
6. Each Laboratory will have a first aid station.

Physical Therapist Assistant Students who sustain a needle stick or other occupational injury resulting in an exposure to bodily fluids, blood, or other hazardous materials should follow the following protocol:
1. Wash the affected area immediately with soap and water.
2. If possible, cover the area with a dressing.
3. If there is any ocular exposure, flush thoroughly with water/eye wash that is available.
4. Immediately inform the instructor.
5. The BC PTA Program recommends that the student see a healthcare provider who is trained in assessing the risk of exposure immediately, if possible, but no later than 48 hours.
6. Complete the incident report located in the PTA Office in LA 118.

Students can consult with the Bakersfield College’s Student Health Center for an appropriate healthcare provider. Students are responsible for all expenses related to testing and treatment resulting from the needle stick or other occupational exposure. With this in mind it is recommended that students acquire/maintain their own health insurance policy to cover these expenses.

I have read the Occupational Exposure Control Protocol and have been presented with this information prior to entering the clinical setting.

Name/Print ____________________________ Signature ___________________________
Date _________________________________
Appendix J

Physical Therapy Board of California Code of Regulations:
Physical Therapy Board of California
2005 Evergreen Street, Suite 2600
Sacramento, CA 95815
Telephone: (916) 561-8200
Fax: (916) 263-2560

Taken from the Physical Therapy Board of California:
https://www.ptbc.ca.gov/forms/ptasuper.shtml

The supervision requirements are in Section 1398.44 of the Physical Therapy Regulations.

California Laws for Adequate Supervision of PTA; Adequate Supervision Defined
A licensed physical therapist shall at all times be responsible for all physical therapy services provided by the physical therapist assistant. The supervising physical therapist has continuing responsibility to follow the progress of each patient, provide direct care to the patient and to assure that the physical therapist assistant does not function autonomously. Adequate supervision shall include all of the following:

a. "Adequate supervision" of a physical therapist assistant shall mean supervision that complies with this section. A physical therapist shall at all times be responsible for all physical therapy services provided by the physical therapist assistant and shall ensure that the physical therapist assistant does not function autonomously. The physical therapist has a continuing responsibility to follow the progress of each patient and is responsible for determining which elements of a treatment plan may be assigned to a physical therapist assistant.

b. A physical therapist who performs the initial evaluation of a patient shall be the physical therapist of record for that patient. The physical therapist of record shall remain as such until a reassignment of that patient to another physical therapist of record has occurred. The physical therapist of record shall ensure that a written system of transfer to the succeeding physical therapist exists.

c. The physical therapist of record shall provide supervision and direction to the physical therapist assistant in the treatment of patients to whom the physical therapist assistant is providing care. The physical therapist assistant shall be able to identify, and communicate with, the physical therapist of record at all times during the treatment of a patient.

d. A physical therapist assistant shall not:
   (1) Perform measurement, data collection or care prior to the evaluation of the patient by the physical therapist.
   (2) Document patient evaluation and reevaluation
   (3) Write a discharge summary.
   (4) Establish or change a plan of care.
   (5) Write progress reports to another health care professional, as distinguished from daily chart notes.
   (6) Be the sole physical therapy representative in any meeting with other health care professionals where the patient's plan of care is assessed or may be modified.
   (7) Supervise a physical therapy aide performing patient-related tasks.
   (8) Provide treatment if the physical therapist assistant holds a management position in the physical therapy business where the care is being provided.

e. For purposes of this section, "management position" shall mean a position that has control or influence over scheduling, hiring, or firing.

f. The prohibitions in subsection (d) above shall not prohibit a physical therapist assistant from collecting and documenting data, administering standard tests, or taking measurements related to patient status.

g. The physical therapist assistant shall:
   (1) Notify the physical therapist of record; document in the patient record any change in the patient's condition not within the planned progress or treatment goals, and any change in the patient's general condition.

Note: Authority cited: Sections 2615, 2655.1 and 2655.92, Business and Professions Code. Reference: Section 2655.92, Business and Professions Code.
Appendix K

PHYSICAL THERAPIST ASSISTANT PROGRAM
UNIVERSAL PRECAUTIONS FORM

Guidelines for usage of Personal Protective Equipment and Universal Precautions for the
Prevention & Transmission of Infection Disease:

1. Proper usage of Universal Precautions is an effective way to prevent transmission of
infectious disease. Universal precautions is an approach to infection control to treat all
human blood and certain human body fluids as if they were known to be infectious for HIV,
HBV and other bloodborne pathogens, (Bloodborne Pathogens Standard 29 CFR
1910.1030(b) definitions).

2. Students will be instructed in universal precautions and CDC recommendations on
infection control measures prior to beginning clinical experiences and will be reinforced
throughout the PTA program.

3. Students can find up to date information on universal precautions (standard precautions)
and prevention of transmission of infectious disease at:
https://www.cdc.gov/oralhealth/infectioncontrol/summary-infection-prevention-practices/standard-precautions.html

I am acknowledging that I have reviewed the current information regarding Universal
Precautions from the CDC infection control measures. I understand where I can find up to date
information on Universal Precautions and prevention of infectious disease. I understand that
proper usage of Universal Precautions is an effective way to prevent transmission of infectious
disease.

By signing this document, I am stating that I have read and understand the above information.

Student Name___________________________________
Student Signature________________________________
Date____________________________________________
Semester/Year___________________________________

BC PTA Student Handbook 2022/2023
Appendix L

BAKERSFIELD COLLEGE

Bakersfield College – COVID-19

The World Health Organization has declared the novel Coronavirus (COVID-19) a worldwide pandemic. Due to its capacity to transmit from person-to-person through respiratory droplets, the government has set recommendations, guidelines, and some prohibitions which Bakersfield College adheres to comply.

In consideration of my participation in activities on the Bakersfield Campus, the undersigned acknowledge and agree to the following:

I fully understand the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities recommend practicing social distancing as well as wearing face coverings while in public spaces.

I further acknowledge that prevention of the spread of the Coronavirus/COVID-19 is a shared responsibility by all.

I further acknowledge that Bakersfield College has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that Bakersfield College cannot guarantee that I will not become infected with the Coronavirus/Covid-19.

I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Bakersfield College staff, and other Bakersfield College students and their families.

I voluntarily chose to participate in Bakersfield College activities and acknowledge that I am increasing my risk to exposure to the Coronavirus/COVID-19. I acknowledge that I must comply with all set preventative procedures to reduce the spread while participating in my on-campus activities.

To do my part to limit the exposure to and/or transmission of COVID-19, to myself and those around me, I agree to adhere to the recommendations of the CDC including:

- Proper and frequent hand washing techniques
- Use of hand sanitizer when handwashing is unavailable.
- Proper use of personal protective equipment (gloves, masks, and/or eye protection), which includes wearing a cloth face covering and/or face shield if indicated at all times while on campus.
- Maintaining 6 feet of distance between people at all times.
- Not sharing any personal items (towels, soap, brushes, clothes, water bottles, make up, lip balm, etc.).
- To participate in the cleaning of any specialized equipment of objects while participating in college activities.

I will report any possible COVID-19 exposure or symptoms to the College Student Health and Wellness Center.

I voluntarily agree to assume all risks and accept sole responsibility for any injury and/or illness to myself. I hereby release, covenant no to sue, discharge, and hold harmless Bakersfield College, their officers, officials, agents, volunteers, employees, other participants, sponsoring agencies, sponsors, advertisers (“Releasees”), with respect to any and all injury, illness, disability, loss or damage to person or property, expenses, and/or death arising out of or relating to COVID-19. I understand this release includes any claims based on the actions, omissions, or negligence of the Releasees, and whether a COVID-19 infection occurs before, during or after my participation.

The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and all members of my family.

Student Name: __________________________

Student Signature: ___________ Date: ______

BC PTA Student Handbook 2022/2023
All students must sign the Informed Consent form to be able to participate in laboratory activities to act as a simulated patient. The following is an Example of the Informed Consent form to be signed by students.

I understand that the physical therapy profession involves hands on contact with patients. In order to practice and simulate these patient experiences, I understand that being touched by my fellow classmates and instructors is included in the practice of PTA services. I understand that as a part of the academic and clinical education to become a PTA (Physical Therapist Assistant) I am required to participate as a simulated patient in various lecture and laboratory classes. Other students and instructors will have opportunities to practice and demonstrate on me those skills learned in my various coursework in the PTA program. Skills include but are not limited to a variety of mobility/soft tissue mobilization techniques, therapeutic exercises, testing/measurements, and physical agents/modalities. I understand that by participating that there is some risk of injury while training of these skills. I also understand that Bakersfield College cannot ensure that other students will properly apply skills learned in class or be held responsible for any pre-existing conditions or injuries I may have which may make me susceptible to injury.

I understand that it is my responsibility to report any pre-existing conditions or injuries that I have that may make me more susceptible to injury from practicing skills in laboratory to my instructor and/or if appropriate to the Disabled Student Programs & Services.

In the unlikely event that I become injured during laboratory skill practice; I must immediately report it to my instructor(s) of the class along with the college’s appropriate incident report form. I understand that if medical intervention is required, I am solely responsible for payment of those services.

By signing this document, I am stating that I have read and understand the above information.

Student Name___________________________________
Student Signature________________________________
Date___________________________________________

IN ORDER TO PARTICIPATE IN LABORATORY CLASSES, THIS FORM MUST BE SIGNED AND KEPT ON FILE IN THE PTA OFFICE
Appendix N

PHOTO/VIDEO RELEASE

I understand that in the course of my education in the Physical Therapist Assistant Program, there may be occasion for my photograph/video to be taken. I consent to my photograph/video being taken for the purposes of knowledge and education, or in the event the college requests photos for the student catalogue or schedule.

I further understand that I will not be identified by name in these photos/videos. I have the right to rescind this release in writing at any time.

Student Name____________________________________________
Student Signature_________________________________________
Date____________________________________________________
Appendix P

APTA Guide for Conduct of the Physical Therapist Assistant

Purpose

The APTA Guide for Conduct of the Physical Therapist Assistant (Guide) is intended to serve physical therapist assistants in interpreting the Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) of the American Physical Therapy Association (APTA). The APTA House of Delegates in June of 2009 adopted the revised Standards of Ethical Conduct, which became effective July 1, 2010.

The Guide provides a framework by which physical therapist assistants may determine the propriety of their conduct. It also is intended to guide the development of physical therapist assistant students. The Standards of Ethical Conduct and the Guide apply to all physical therapist assistants. These guidelines are subject to change as the dynamics of the profession change and as new patterns of health care delivery are developed and accepted by the professional community and the public.

Interpreting the Standards of Ethical Conduct

The interpretations expressed in this Guide reflect the opinions, decisions, and advice of the Ethics and Judicial Committee (EJC). The interpretations are set forth according to topic. These interpretations are intended to assist a physical therapist assistant in applying general ethical standards to specific situations. They address some but not all topics addressed in the Standards of Ethical Conduct and should not be considered inclusive of all situations that could evolve.

This Guide is subject to change, and the Ethics and Judicial Committee will monitor and revise the Guide to address additional topics and standards when and as needed.

Preamble to the Standards of Ethical Conduct
The Preamble states as follows:

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

Interpretation: Upon the Standards of Ethical Conduct for the Physical Therapist Assistant being amended effective July 1, 2010, all the lettered standards contain the word “shall” and are mandatory ethical obligations. The language contained in the Standards of Ethical Conduct is intended to better explain and further clarify existing ethical obligations. These ethical obligations predate the revised Standards of Ethical Conduct.

Although various words have changed, many of the obligations are the same. Consequently, the addition of the word “shall” serves to reinforce and clarify existing ethical obligations. A significant reason that the Standards of Ethical Conduct were revised was to provide physical therapist assistants with a document that was clear enough to be read on its own without the need to seek extensive additional interpretation.

The Preamble states that “[n]o document that delineates ethical standards can address every situation.” The Preamble also states that 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.”

Potential sources for advice or counsel include third parties and the myriad resources available on the APTA website. Inherent in a physical therapist assistant’s ethical decision-making process is the examination of his or her unique set of facts relative to the Standards of Ethical Conduct.
Topics

Respect

Standard 1A states as follows:

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.

Interpretation: Standard 1A addresses the display of respect toward others. Unfortunately, there is no universal consensus about what respect looks like in every situation. For example, direct eye contact is viewed as respectful and courteous in some cultures and inappropriate in others. It is up to the individual to assess the appropriateness of behavior in various situations.

Altruism

Standard 2A states as follows:

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

Interpretation: Standard 2A addresses acting in the best interest of patients and clients over the interests of the physical therapist assistant. Often this is done without thought, but, sometimes, especially at the end of the day when the clinician is fatigued and ready to go home, it is a conscious decision. For example, the physical therapist assistant may need to make a decision between leaving on time and staying at work longer to see a patient who was 15 minutes late for an appointment.

Sound Decisions

Standard 3C states as follows:

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.
**Interpretation:** To fulfill 3C, the physical therapist assistant must be knowledgeable about his or her legal scope of work as well as level of competence. As a physical therapist assistant gains experience and additional knowledge, there may be areas of physical therapy interventions in which he or she displays advanced skills. At the same time, other previously gained knowledge and skill may be lost due to lack of use. To make sound decisions, the physical therapist assistant must be able to self-reflect on his or her current level of competence.

**Supervision**

**Standard 3E states as follows:**

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.

**Interpretation:** Standard 3E goes beyond simply stating that the physical therapist assistant operates under the supervision of the physical therapist. Although a physical therapist retains responsibility for the patient or client throughout the episode of care, this standard requires the physical therapist assistant to take action by communicating with the supervising physical therapist when changes in the individual’s status indicate that modifications to the plan of care may be needed. Further information on supervision via APTA policies and resources is available on the APTA website.

**Integrity in Relationships**

**Standard 4 states as follows:**

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

**Interpretation:** Standard 4 addresses the need for integrity in relationships. This is not limited to relationships with patients and clients but includes everyone physical therapist assistants come into contact within the normal provision of physical therapist services. For example, demonstrating integrity could encompass working collaboratively with the health care team and taking responsibility for one’s role as a member of that team.
Reporting

Standard 4C states as follows:

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

**Interpretation:** Physical therapist assistants shall seek to discourage misconduct by health care professionals. Discouraging misconduct can be accomplished through a number of mechanisms. The following is not an exhaustive list:

- Do not engage in misconduct; instead, set a good example for health care professionals and others working in their immediate environment.
- Encourage or recommend to the appropriate individuals that health care and other professionals, such as legal counsel, conduct regular (such as annual) training that addresses federal and state law requirements, such as billing, best practices, harassment, and security and privacy as such training can educate health care professionals on what to do and not to do.
- Encourage or recommend to the appropriate individuals other types of training that are not law based, such as bystander training.
- Assist in creating a culture that is positive and civil to all.
- If in a management position, consider how promotion and hiring decisions can impact the organization.
- Access professional association resources when considering best practices.
- Revisit policies and procedures each year to remain current.

Many other mechanisms may exist to discourage misconduct. The physical therapist assistant should be creative, open-minded, fair, and impartial in considering how to best meet this ethical obligation. Doing so can actively foster an environment in which misconduct does not occur. The main focus when thinking about misconduct is creating an action plan on prevention. Consider that reporting may never make the alleged victim whole or undo the misconduct.

If misconduct has not been prevented, then reporting issues must be considered. This ethical obligation states that the physical therapist assistant reports to the “relevant authority, when appropriate.” Before examining the meaning of these words, it is important to note that reporting intersects with corporate policies and legal obligations. It is beyond the scope of this interpretation to provide legal advice regarding laws and policies; however, an analysis of reporting cannot end with understanding one’s ethical obligations. One may need to seek advice of legal counsel who will take into consideration laws and policies and seek to discover the facts and circumstances.
With respect to ethical obligations, the term “when appropriate” is a fact-based decision and will be impacted by requirements of the law. If a law requires the physical therapist assistant to take an action, then, of course, it is appropriate to do so. If there is no legal requirement and no corporate policy, then the physical therapist assistant must consider what is appropriate given the facts and situation. It may not be appropriate if the physical therapist does not know what occurred, or because there is no legal requirement to act and the physical therapist assistant does not want to assume legal responsibility, or because the matter is being resolved internally. There are many different reasons that something may or may not be appropriate.

If the physical therapist assistant has determined that it is appropriate to report, the ethical obligation requires him or her to consider what entity or person is the “relevant authority.” Relevant authority can be a supervisor, human resources, an attorney, the Equal Employment Opportunities Commission, the licensing board, the Better Business Bureau, Office of the Insurance Commissioner, the Medicare hotline, the Office of the Inspector General hotline, the US Department of Health and Human Services, an institution using their internal grievance procedures, the Office of Civil Rights, or another federal, state, city, or local agency, or a state or federal court, among others.

Once the physical therapist assistant has decided to report, he or she must be mindful that reporting does not end his or her involvement, which can include office, regulatory, and/or legal proceedings. In this context, the physical therapist assistant may be asked to be a witness, to testify, or to provide written information.

**Sexual Harassment**

*Standard 4F states as follows:*  

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

**Interpretation:** As noted in the House of Delegates policy titled “Sexual Harassment,” “[m]embers of the association have an obligation to comply with applicable legal prohibitions against sexual harassment....” This statement is in line with Standard 4F that prohibits physical therapist assistants from harassing anyone verbally, physically, emotionally, or sexually. While the standard is clear, it is important for APTA to restate this point, namely that physical therapist assistants shall not harass anyone, period. The association has zero tolerance for any form of harassment, specifically including sexual harassment.
Exploitation

Standard 4E states as follows:

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

Interpretation: The statement is clear—sexual relationships with their patients or clients, supervisees, or students are prohibited. This component of Standard 4 is consistent with Standard 4B, which states:

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

Consider this excerpt from the EJC Opinion titled Topic: Sexual Relationships With Patients or Former Patients (modified for physical therapist assistants):

A physical therapist [assistant] stands in a relationship of trust to each patient and has an ethical obligation to act in the patient's best interest and to avoid any exploitation or abuse of the patient. Thus, if a physical therapist [assistant] has natural feelings of attraction toward a patient, he or she must sublimate those feelings in order to avoid sexual exploitation of the patient.

One’s ethical decision-making process should focus on whether the patient or client, supervisee, or student is being exploited. In this context, questions have been asked about whether one can have a sexual relationship once the patient or client relationship ends. To this question, the EJC has opined as follows:

The Committee does not believe it feasible to establish any bright-line rule for when, if ever, initiation of a romantic/sexual relationship with a former patient would be ethically permissible.

The Committee imagines that in some cases a romantic/sexual relationship would not offend ... if initiated with a former patient soon after the termination of treatment, while in others such a relationship might never be appropriate.
**Colleague Impairment**

*Standard 5D and 5E state as follows:*

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.

**Interpretation:** The central tenet of Standard 5D and 5E is that inaction is not an option for a physical therapist assistant when faced with the circumstances described. Standard 5D states that a physical therapist assistant shall encourage colleagues to seek assistance or counsel while Standard 5E addresses reporting information to the appropriate authority.

5D and 5E both require a factual determination on the physical therapist assistant’s part. This may be challenging in the sense that the physical therapist assistant might not know or easily be able to determine whether someone in fact has a physical, psychological, or substance-related impairment. In addition, it might be difficult to determine whether such impairment may be adversely affecting someone’s work responsibilities.

Moreover, once the physical therapist assistant does make these determinations, the obligation under 5D centers not on reporting, but on encouraging the colleague to seek assistance, while the obligation under 5E does focus on reporting. But note that 5E discusses reporting when a colleague is unable to perform; whereas 5D discusses encouraging colleagues to seek assistance when the impairment may adversely affect their professional responsibilities. So, 5D discusses something that may be affecting performance, whereas 5E addresses a situation in which someone clearly is unable to perform. The 2 situations are distinct. In addition, it is important to note that 5E does not mandate to whom the physical therapist assistant reports; it provides discretion to determine the appropriate authority.

The EJC Opinion titled Topic: Preserving Confidences; Physical Therapist’s Reporting Obligation with Respect to Unethical, Incompetent, or Illegal Acts provides further information on the complexities of reporting.
Clinical Competence

Standard 6A states as follows:

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

Interpretation: 6A should cause physical therapist assistants to reflect on their current level of clinical competence, to identify and address gaps in clinical competence, and to commit to the maintenance of clinical competence throughout their career. The supervising physical therapist can be a valuable partner in identifying areas of knowledge and skill that the physical therapist assistant needs for clinical competence and to meet the needs of the individual physical therapist, which may vary according to areas of interest and expertise. Further, the physical therapist assistant may request that the physical therapist serve as a mentor to assist him or her in acquiring the needed knowledge and skills. Additional resources on Continuing Competence are available on the APTA website.

Lifelong Learning

Standard 6C states as follows:

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

Interpretation: 6C points out the physical therapist assistant’s obligation to support an environment conducive to career development and learning. The essential idea here is that the physical therapist assistant encourages and contributes to his or her career development and lifelong learning, whether or not the employer provides support.
Organizational and Business Practices Standard 7 states as follows:

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

**Interpretation:** Standard 7 reflects a shift in the Standards of Ethical Conduct. One criticism of the former version was that it addressed primarily face-to-face clinical practice settings. Accordingly, Standard 7 addresses ethical obligations in organizational and business practices on both patient and client and societal levels.

Documenting Interventions Standard 7D states as follows:

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

**Interpretation:** 7D addresses the need for physical therapist assistants to make sure that they thoroughly and accurately document the interventions they provide to patients and clients and document related data collected from the patient or client. The focus of this Standard is on ensuring documentation of the services rendered, including the nature and extent of such services.

Support - Health Needs Standard 8A states as follows:

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

**Interpretation:** 8A addresses the issue of support for those least likely to be able to afford physical therapist services. The standard does not specify the type of support that is required. Physical therapist assistants may express support through volunteerism, financial contributions, advocacy, education, or simply promoting their work in conversations with colleagues. When providing such services, including pro bono services, physical therapist assistants must comply with applicable laws, and as such work under the direction and supervision of a physical therapist. Additional resources on pro bono services are available on the APTA website.

Issued by the Ethics and Judicial Committee American Physical Therapy Association October 1981, Last Amended: March 2019, Contact: ejc@apta.org
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.**

(Core Values: Compassion and Caring, Integrity)
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 therapist services.

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

(Core Values: Altruism, Collaboration, Compassion and Caring, Duty)
2A. Physical therapist assistants shall act in the best interests of patients and clients over the interests of the physical therapist assistant.
2B. Physical therapist assistants shall provide physical therapist interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients and clients.
2C. Physical therapist assistants shall provide patients and clients with information regarding the interventions they provide.
2D. Physical therapist assistants shall protect confidential patient and client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

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

(Core Values: Collaboration, Duty, Excellence, Integrity)
3A. Physical therapist assistants shall make objective decisions in the patient’s or client’s best interest in all practice settings.
3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapist interventions.

Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient and 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 therapist services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient or client status requires modifications to the established plan of care.

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

(Core Value: Integrity)

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 and clients, students, supervisees, research participants, or employees).

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

4D. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually. 4E. Physical therapist assistants shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.

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

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

(Core Values: Accountability, Duty, Social Responsibility)

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 and 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.

(Core Value: Excellence)
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 and clients and society.

(Core Values: Integrity, Accountability)
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.

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

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

(Core Value: Social Responsibility)
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 therapist services.
8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.

Explanation of Reference Numbers:
HOD P00-00-00-00 stands for House of Delegates/month/year/page/vote in the House of Delegates minutes; the "P" indicates that it is a position (see below). For example, HOD P06-17-05-04 means that this position can be found in the June 2017 House of Delegates minutes on Page 5 and that it was Vote 4.


Last Updated: 8/12/2020, Contact: nationalgovernance@apta.org
VALUE-BASED BEHAVIORS FOR THE PHYSICAL THERAPIST ASSISTANT
BOD P01-11-02-02 [Position]

Introduction

In 2000, the House of Delegates adopted Vision 2020\(^1\) and the Strategic Plan for Transitioning to a Doctoring Profession, citing professionalism as one of 6 key elements of this vision. As a follow-up, the document Professionalism in Physical Therapy: Core Values was developed to define and describe the concept of professionalism by stating what behaviors a graduate of a physical therapist program should demonstrate. In 2003 the APTA Board of Directors adopted Professionalism in Physical Therapy: Core Values\(^2\) as a core document on professionalism in physical therapist practice, education, and research.

In June 2009, the House of Delegates revised the core ethics documents for the profession, including Standards of Ethical Conduct for the Physical Therapist Assistant (PTA).\(^3\) This document originally included references to “core values,” which the House related to Professionalism in Physical Therapy: Core Values.\(^2\) The APTA Board of Directors determined that Professionalism in Physical Therapy: Core Values was designed for and applicable to physical therapists (PTs), and so it charged the Advisory Panel of Physical Therapist Assistants to draft a new document describing the core values of the PTA, to be titled Value-Based Behaviors for the Physical Therapist Assistant.

The advisory panel met in September 2009 to begin drafting Value-Based Behaviors for the Physical Therapist Assistant. Their work was guided by numerous APTA documents, including Professionalism in Physical Therapy: Core Values,\(^2\) A Normative Model of Physical Therapist Assistant Education: Version 2007,\(^4\) the PTA Clinical Performance Instrument: Version 2009,\(^5\) Minimum Required Skills of Physical Therapist Assistant Graduates at Entry-Level,\(^6\) the newly adopted ethics documents,\(^3,7\) the problem-solving algorithm utilized by PTAs in patient/client intervention,\(^8\) and applicable APTA positions and policies.

The advisory panel gleaned 8 value-based behaviors from existing APTA documents and reflection on the contemporary work of the PTA. These value-based behaviors are listed below in alphabetical order with no preference or ranking given. They are considered to be of sufficient breadth and depth to incorporate the many values and attributes that PTAs demonstrate. The panel made every effort to state each value and its accompanying definition and indicators so that it would resonate with and be understandable to PTAs.
The table that follows provides definitions and sample indicators (not exhaustive) that describe the actions the PTA would perform to express the 8 value-based behaviors:

1. Altruism
2. Caring and Compassion
3. Continuing Competence
4. Duty
5. Integrity
6. PT/PTA Collaboration
7. Responsibility
8. Social Responsibility

For each value-based behavior listed, a definition is provided with sample indicators (not exhaustive) that describe what one would see if the physical therapist assistant were demonstrating that value-based behavior in his or her daily work.

CORE VALUES FOR THE PHYSICAL THERAPIST AND PHYSICAL THERAPIST ASSISTANT HOD P06-19-48-55


The core values guide the behaviors of physical therapists (PTs) and physical therapist assistants (PTAs) to provide the highest quality of physical therapist services. These values imbue the scope of PT and PTA activities. The core values retain the PT as the person ultimately responsible for providing safe, accessible, cost-effective, and evidence-based services; and the PTA as the only individual who assists the PT in practice, working under the direction and supervision of the PT. The core values are defined as follows:

- **Accountability**
  Accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of the physical therapist and physical therapist assistant including self-regulation and other behaviors that positively influence patient and client outcomes, the profession, and the health needs of society.

- **Altruism**
  Altruism is the primary regard for or devotion to the interest of patients and clients, thus assuming the responsibility of placing the needs of patients and clients ahead of the physical therapist’s or physical therapist assistant’s self-interest.

- **Collaboration**
  Collaboration is working together with patients and clients, families, communities, and professionals in health and other fields to achieve shared goals. Collaboration within the physical therapist-physical therapist assistant team is working together, within each partner’s respective role, to achieve optimal physical therapist services and outcomes for patients and clients.
• Compassion and Caring
  Compassion is the desire to identify with or sense something of another’s experience, a precursor to caring. Caring is the concern, empathy, and consideration for the needs and values of others.

Duty
  Duty is the commitment to meeting one’s obligations to provide effective physical therapist services to patients and clients, to serve the profession, and to positively influence the health of society.

• Excellence
  Excellence in the provision of physical therapist services occurs when the physical therapist and physical therapist assistant consistently use current knowledge and skills while understanding personal limits, integrate the patient or client perspective, embrace advancement, and challenge mediocrity.

• Integrity
  Integrity is steadfast adherence to high ethical principles or standards, being truthful, ensuring fairness, following through on commitments, and verbalizing to others the rationale for actions.

  • Social Responsibility
    Social responsibility is the promotion of a mutual trust between the profession and the larger public that necessitates responding to societal needs for health and wellness.

Explanation of Reference Numbers:
  HOD P00-00-00-00 stands for House of Delegates/month/year/page/vote in the House of Delegates minutes; the "P" indicates that it is a position (see below). For example, HOD P06-17-05-04 means that this position can be found in the June 2017 House of Delegates minutes on Page 5 and that it was Vote 4.

Appendix Q
Medical Document Manager Requirements

Please read all sections carefully prior to starting the program.
All school forms for the following requirements can be found at Health and Safety Forms.

**Basic Life Support (BLS) Certification**
- Must be American Heart Association Healthcare Provider course. Student must have valid BLS certification at all times during the program.
The renewal date will be set based on the expiration date on the card.

**Physical Exam**
- Submit the physical exam form provided by the school. Physical Exam and Essential Technical Standards forms to be completed within 4 months prior to entering the program. Forms must be signed and dated by a primary care provider and by the student. If any technical standards are not met or student has currently prescribed medications/existing medical conditions, the physical exam will be rejected by CastleBranch and the student must contact the Nursing/Allied Health Office. Essential Technical Standards are to be updated annually.

**TB Test**
- One of the following is required:
  - Initial Two-Step Skin Test consisting of two negative TB skin tests administered *exactly three (3) weeks apart* within three months prior to entering the program, followed by single negative TB test every 12 months thereafter;
  - Negative T-Spot or Quantiferon Gold every 12 months: OR
If individual has a documented positive TB test/ T-Spot/ Quantiferon Gold, the student must complete the following:
  - Submit documentation of a clear chest X-ray along with the TB questionnaire. The renewal date for the chest X-ray will be set for two years from the initial date.
  - Upload the documentation of a clear chest X-ray and a completed TB Questionnaire as one document.
TB questionnaire must be submitted every 12 months.

**MMR**
- One of the following is required (demonstrated by immunization record OR lab report OR physician verification of results):
  - Evidence of two MMR vaccinations, OR
  - Positive immunity titer demonstrating serologic immunity to Measles, Mumps and Rubella

**Varicella (Chicken Pox)**
- One of the following is required (demonstrated by immunization record OR lab report OR physician verification of results):
  - Evidence of two immunizations at least 28 days apart, OR
  - Positive immunity titer demonstrating serologic immunity to Varicella:
Previous illness will not be accepted as proof of immunity. You will be required to get an immunity titer; if titer is negative, you will need to get the vaccination.
Hepatitis B
- One of the following is required (demonstrated by immunization record OR lab report OR physician verification of results):
  ✓ Evidence of three Hepatitis B vaccinations plus a positive titer demonstrating serologic immunity to Hepatitis B; OR
  ✓ Signed Hepatitis B declination form.

If you choose to decline the Hepatitis B series, the renewal date will be set for one year from the date of the signed declination form. If the series is in progress, CastleBranch will add specific dates that your 2nd and 3rd vaccinations are due as these are time sensitive.

Tetanus, Diphtheria & Pertussis (TDaP)
- The following is required (demonstrated by immunization record OR lab report OR physician verification):
  ✓ Evidence of one TDaP vaccination within the past ten years.
  ✓ Pregnant students must obtain TDaP vaccination during pregnancy.

The renewal date will be set for ten years from the date of the vaccination or one year from the date of the declaration.

Please read all sections carefully prior to starting the program.
All school forms for the following requirements can be found at Health and Safety Forms.

Seasonal Influenza
- The following is required:
  ✓ Documentation of a current flu vaccination dated between August and April. Documentation must contain flu season (ex. 2020-2021) and Lot #.
    (Medical and religious declination available but must be approved.) The renewal date will be set for 08/15 of the following flu season.

Annual Mask Fit Test
- N95 Mask Fit Test upon entry into the programs. If a student has any of the following changes, a N95 retest will be required:
  ✓ Change in physical condition, such as, but not limited to a large weight loss/gain #20lbs.
  ✓ Major dental work (i.e., dentures)
  ✓ Facial surgery that may have changed the shape of their face.
  ✓ Significant scarring in the area of the seal

The renewal date will be set for one year from the date of the mask fit test.

HealthStream Safety Certificates of Completion
- Please upload a copy of your HealthStream Safety Certificates of Completion for:
  ✓ Rapid Regulatory Compliance: Clinical I and Rapid Regulatory Compliance: Clinical II
  ✓ COVID-19 Free Offering: 2019 Novel Coronavirus Pandemic: What Healthcare Professionals Need to Know the renewal dates will be set for the start of the following semester.
You will receive the following forms at Orientation.

Confidentiality Agreement Form
- Complete and upload the Confidentiality Agreement form provided by the school. Students must submit a new form at the beginning of every semester they are enrolled in the Nursing Program. The renewal date will be set for the start of the following semester.

Handbook Policy Agreement Form
- Complete and upload the Handbook Policy Agreement form provided by the school. Students must submit a new form at the beginning of every semester they are enrolled in the Nursing Program. The renewal date will be set for the start of the following semester.

Skills/Simulation Lab and Computer Lab Expectations Student Agreement
- Complete and upload the Skills/Simulation Lab and Computer Lab Expectations Student Agreement form provided by the school. To meet the requirement, students will only need to upload page 3 of the document. Students must submit a new form at the beginning of every semester they are enrolled in the Nursing Program. The renewal date will be set for the start of the following semester.

Authorization to Release Information Form
- Complete and upload the Authorization to Release Information form provided by the school. Students must submit a new form at the beginning of every semester they are enrolled in the Nursing Program. The renewal date will be set for the start of the following semester.

The Forms are located at Bakersfield College Allied Health Forms: https://www.bakersfieldcollege.edu/allied-health/health-and-safety-forms
HealthStream Learning Center™ (HLC) is an electronic learning system designed to streamline your education experience. You’ll be able to conveniently complete your Safety Education from any computer with internet access.

**How to Access HealthStream:**

- Your User ID will be your Student ID Number **without** the @ symbol.
- Your Password will also be your Student ID Number **without** the @ symbol.
  - Example:
    - User ID: 00123456
    - Password: 00123456
- You will then be prompted to create a new password; you may choose whatever you wish.
  - **Please be sure to make note of your new password. Once the password is reset, we are only able to set your password back to the original setting before you are able to access your account.**

**Getting Started – Your First Assignment will NOT be available until after ______:**

- Complete the “*How to Use HealthStream Learning Center (HLC)*” module, found in the MyLearning tab; **after August 1st but by August 31st**.
- Once you have completed the module and thoroughly understand how to use HealthStream, complete the Safety Education modules (“*Rapid Regulatory Compliance: Clinical I*” and “*Rapid Regulatory Compliance: Clinical II*”), both found in the MyLearning tab.
- Print the Certificates of Completion for both Rapid Regulatory Compliance modules and upload both certificates into your Complio online portfolio **after August 1st but by August 31st**. You will not be eligible to attend clinic until you have completed both safety modules, and both have been cleared by Complio.

**USEFUL TIPS:**

- MACs have issues accessing this site for some reason – PCs work best with FireFox/Mozilla or Google Chrome browsers; Internet Explorer tends to cut out during the modules.
- **DO NOT USE YOUR CELL PHONES OR TABLETS to complete because the info does not save.**
DRUG AND ALCOHOL SCREENING NOTICE

Student’s Name: ____________________________

Last Four Digits of Student’s Social Security Number: ____________________________

Program: Bakersfield College PTA Program

Instructions: This notice must be presented to the laboratory at the time of testing.

As a prospective student in a Nursing/Allied Health Division Program, you must report for drug and alcohol screening no later than DAY, DATE, no later than 4:45 pm. Be prepared to disclose any and all Rx or over-the-counter medications you are currently taking.

Type of testing: Regular (non-NIDA) urine sample – KMC PANEL

National Toxicology hours: Monday – Friday, 8:00 AM to 5:00 PM
No appointment necessary

Admission Cost: $35.00 to be paid by the student.

IMPORTANT NOTE: Failure to have the drug and alcohol screen performed by the specified deadline will result in being denied admission, and or forfeiture of your seat into the ADN program.

National Toxicology Laboratories, Inc.
1100 California Avenue
Bakersfield, CA 93304
Telephone: (661) 322-4250
KERN COMMUNITY COLLEGE DISTRICT

Board Policy Manual

Section Four – Students/Instructional Services

Policy 4G, Drug & Alcohol Screening for Students in Allied Health Programs

(Added November 19, 1992)

4G Drug & Alcohol Screening for Students in Allied Health Programs

4G1 As a condition of admission to any Allied Health Program, with a clinical component, in the Kern Community College District, all students are required to submit to and pass a designated drug and alcohol screen.

4G2 If the Kern Community College District has a contractual arrangement with an outside organization and the outside organization requires drug screening of Allied Health Program students in that contractual program, these students must submit to and pass a drug screen.

4G3 All Allied Health Program students must sign a statement that they agree to immediate monitored drug and alcohol testing at College expense upon request of a program instructor and/or the Director of the program at any time while a student is in the program. Drug and alcohol screening shall be requested whenever there is reasonable suspicion that a student is under the influence of alcohol or drugs.

4G3A Students with verified positive test results for alcohol, any illegal drug, or the abuse of prescribed or over-the-counter medication or mind altering substances will be dropped from the program. Readmission will be contingent upon satisfactory completion of an approved rehabilitation program.

4G3B If a student who has been readmitted after successfully completing a rehabilitation program fails a subsequent drug or alcohol test, the student will be dropped from the program and will be disqualified for readmission.

4G3C All information regarding drug and alcohol testing and results rehabilitation will be kept confidential and will be maintained in a
file separate from the student’s regular file in the office of the Director of the program.

4G4 Each College shall develop procedures to implement Policy 4G.

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4G4  Each College shall develop procedures to implement Policy 4G.

Policy 4I, Criminal Background Checks
(Revised March 2017)

4I  Criminal Background Checks

4I1  Students in Allied Health Clinical Programs

4I1A  As a result of safety considerations and facility limitations, and pursuant to standards of Joint Commission of Accreditation of Healthcare Organizations, enrollment in Allied Health Program courses involving placement in clinical facilities is limited to those students who undergo a criminal background check, which does not disclose certain convictions and pending charges. Background checks are required for registration in clinical courses but are not required as a condition of enrollment in the Allied Health Program. A student who does not remain continuously enrolled in the Allied Health Program will be required to undergo a new criminal background check upon re-enrollment.

Students admitted to an Allied Health Program that will require a criminal background check for enrollment in the clinical phases of this Program at some future date, must be properly notified at the time of admission to the Program that this background check is a requirement for clinical phases of the program.

4I1B  Students will not be permitted to enroll in Allied Health courses involving placement in a clinical facility if a criminal background check discloses a conviction (or a pending charge) for an offense for which (1) the clinical facility’s policy does not permit participation, or (2) the law does not permit participation. If a participating alternate clinical facility is available, the policy of which would not bar the student’s participation, the District shall make an effort to place the student in the alternate facility, assuming the student qualifies, and space is available.

4I1C  Students who are not permitted to enroll in a clinical course as a result of the enrollment limitation described in this Procedure, but who provide satisfactory evidence that they should be permitted to enroll, may seek entry into the course according to a challenge process as described in Board Policy 4A4B.
4I1D The District may charge participating students a fee to cover the cost of obtaining and processing a criminal background check if the student does not wish to obtain his or her own background check.
Appendix R

PTA Student Handbook Checklist

I have read the PTA Student Handbook and I acknowledge I will be held responsible for all the information included. My initials and the page numbers indicate that I have had the opportunity to request clarification when necessary and that I understand and agree to abide by the responsibilities and expectations assigned to me as a student of the BC PTA program.

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<td>Medical Document Manager</td>
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<td>Occupational Exposure Control Protocol</td>
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I must turn in the following signed pages to the PTA office by March 15th, 2022, to the PTA Office:

1. PTA Student Handbook Checklist
2. Photo/Video Release
3. Essential Technical Standards
4. Informed Consent
5. Occupational Exposure Control Protocol
6. COVID-19 Statement
7. Confidentiality Agreement
APPENDIX S

BAKERSFIELD COLLEGE

Physical Therapist Assistant
Associate of Science Program

Student Policy Handbook Agreement

I have read all the Bakersfield College Physical Therapist Assistant Associate of Science Program student policies within the Student Policy Handbook. I certify that I understand them and agree to abide by them while a student in the program. Failure to abide by the policies in this handbook will/may result in disciplinary action.

_______________________________
Print Name

________________________________    ________________________
Student Signature       Date

Notice to Student:
This agreement will become part of your student file in the PTA Program.