PHYSICAL THERAPIST ASSISTANT ASSOCIATE OF SCIENCE DEGREE PROGRAM
2021-2023

FACULTY HANDBOOK
<table>
<thead>
<tr>
<th>Table of Contents:</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PTA FACULTY HANDBOOK:</td>
<td>3-97</td>
</tr>
<tr>
<td>2. Orientation of New Faculty</td>
<td>4-6</td>
</tr>
<tr>
<td>3. Organizational Chart &amp; Faculty Roles</td>
<td>7-9</td>
</tr>
<tr>
<td>4. PTA Program Job Descriptions/Duties</td>
<td>10-18</td>
</tr>
<tr>
<td>5. Faculty Absence Procedure</td>
<td>19</td>
</tr>
<tr>
<td>6. Faculty Course Selection</td>
<td>20</td>
</tr>
<tr>
<td>7. Faculty Communication</td>
<td>21</td>
</tr>
<tr>
<td>8. Semester to Do List: Begging &amp; End</td>
<td>22</td>
</tr>
<tr>
<td>9. Handouts &amp; Resources</td>
<td>23-25</td>
</tr>
<tr>
<td>10. PTA Mission Statement, Program Goals, &amp; Philosophy</td>
<td>26-28</td>
</tr>
<tr>
<td>12. New PTA Faculty Orientation Checklist</td>
<td>37-38</td>
</tr>
<tr>
<td>13. Bakersfield College Faculty Resources &amp; Websites</td>
<td>39</td>
</tr>
<tr>
<td>14. Appendices LIST</td>
<td>40</td>
</tr>
<tr>
<td>15. Critical Student Incident Sample Form</td>
<td>41-42</td>
</tr>
<tr>
<td>16. Issues Concerns PTA Program Sample Form</td>
<td>43-44</td>
</tr>
</tbody>
</table>
PHYSICAL THERAPIST ASSISTANT PROGRAM
FACULTY HANDBOOK

Program Director/Faculty: Suzanne Oesch, PT, DPT
Suzanne.oesch@bakersfieldcollege.edu
661-395-3583

Academic Coordinator of Clinical Education/Faculty- Jason Ament, PTA
Jason.ament@bakersfieldcollege.edu
661-395-3541

PTA Department LA 118
bcpta@bakersfieldcollege.edu
661-395-4284

PURPOSE OF FACULTY HANDBOOK

This handbook is designed to serve as an information guide to assist in the orientation of faculty of Bakersfield College’s PTA Program and to clarify policies, procedures, and expectation for the Associate in Science Physical Therapist Assistant Degree Program. It is expected that each physical therapist assistant faculty member will familiarize themselves with the information contained within this handbook to utilize as a resource for information and guidance for success with instruction of the Physical Therapist Assistant Program. This Handbook will be included within the Faculty Binder which includes important forms and resources and will be located online on the department website as listed below.

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

Program Website: https://www.bakersfieldcollege.edu/kinesiology-health-athletics/physical-therapist-assistant
1. Orientation of New Faculty

Welcome Letter
All new PTA faculty members will receive a welcome letter that outlines how to secure a parking pass, badge and keys to your office/classroom. It also has important contact information, BC email, employee ID, textbook orders and a list of instruction videos to begin learning Canvas.

Required Viewing/Orientation on BC website
Please review the online technology website that has videos on how to use Canvas. Please watch Canvas Basics Video and Online Teaching Basics and sign up for Kung Fu Canvas, a beginning basic Canvas course. This will help prepare you to manage your PTA courses. The PD will also add the PTA shell to your course to ensure that courses are presented consistently across the PTA Program.

Mentoring
New faculty members will participate in Bakersfield College’s New Faculty Seminar which meets monthly for institution orientation. In addition, as part of the orientation process to the PTA program, new faculty members work with PTA Program Director who acts as a mentor throughout the orientation process and who assists the new instructor in accomplishing the orientation activities listed on the “New Faculty Orientation Checklist.”

Orientation Checklist
The new instructor will complete orientation activities prior to the semester or as needed. The objective of the attached checklist is to provide the new faculty member with a guideline for effective orientation appropriate to her/his needs. When completed, the checklist will be signed off by both the instructor and the Program Director.

Curriculum and Curriculum Revision
The new instructor should be thoroughly familiar with all aspects of the PTA curriculum and participate in curriculum evaluations and revisions as necessary. An overview of the PTA curriculum will be provided by the Program Director during the orientation process.

Course Hours
New faculty members are expected to fulfill mandated lecture and lab hours assigned to each course, otherwise students are deprived of learning experiences.
Faculty Evaluations
The instructor will participate in ongoing self-evaluations as established by the college according to Mode A Guidelines. In addition, the new faculty member (like all regular faculty members) will be evaluated by the PTA students at the end of each semester. All faculty members are expected to address areas of concern in a timely manner and make necessary improvements as needed. Example Forms of Mode A evaluations are located in the Faculty Binder.

Faculty Meetings
Faculty meetings will be held regularly, and all full-time faculty members are expected to attend and actively participate in these meetings. Faculty decisions will be finalized through group process (majority rules) whenever possible. Each adjunct is asked to attend all faculty meetings, including the End of Semester PTA Faculty meeting.

PTA Program Handbooks including PTA Faculty Binder
The new faculty member should review the PTA Program Faculty Binder which includes the Bakersfield College Faculty Handbook along with student manuals: Bakersfield College Student Handbook, PTA Student Lab Manual and PTA Clinical Education Handbook. The handbook also has detailed outline of PTA curriculum mapping with course descriptions along with the Associate of Science GE pathway. It also has the APTA Standards for Conduct and Ethics for Faculty to review prior to teaching coursework in the PTA Program. Use the Faculty Binder to complete the PTA Orientation Check Off List.

Pertinent College-Wide Policies
New faculty access the Faculty Resources located on Bakersfield College Website, https://www.bakersfieldcollege.edu/employees/professional-development/faculty-resources. The new PTA faculty member should review the information and policies.

BC Faculty Handbook can be accessed at: https://do-prod-webteam-drupalfiles.s3-us-west-2.amazonaws.com/bcedu/s3fs-public/BC_Faculty_Handbook_0.pdf
**Inside BC**
You will access all your important tools by going to Inside BC: https://www.bakersfieldcollege.edu/ These include the following:

- **BC Email**
- **Employee:** https://employees.kccd.edu/
  - Forms
  - Committees
  - Directory
  - Benefits (https://www.kccd.edu/human-resources/benefits)
  - Compensation (https://employees.kccd.edu/human-resources/compensation/)
    - Pay Information
    - Tax Form
    - Contract, Benefits & Time
    - Human Resources
- **My Ban Web** (Class Rosters, Add/Drop, Employee Information, etc.)
- **Faculty Courses**
- **Tools**
  - My Ban Web
  - Canvas
  - Starfish
  - eLumen

**Faculty Binder Resources:**
1. Faculty Handbook
2. Copies of Appendices:
   a. Student Handouts for PTA Program
   b. Evaluation Forms/Packet for Fulltime & Adjunct Faculty
   c. Useful Bakersfield College Forms
   d. Bakersfield College Handbook/Adjunct Faculty Orientation
   e. SLO Assessments in eLumen
   f. Starfish Instructions
   g. DSPS
   h. Bakersfield College Useful Brochures
3. PTA Student Policy Handbook
4. PTA Student Lab Manual
5. PTA Clinical Education Handbook

Every new hire will be issued a Faculty Binder and expected to review and familiarize themselves with the content. Faculty Handbook and Student Manuals/Handbooks will also be accessible on the PTA Website. The Appendices will be uploaded into a PDF for easy access as well on the PTA Website. Look at the Appendices at the end of this
handbook for links online for each specific one.

2. Organizational Chart & Faculty Roles

Faculty members/ Full Time and Part Time

The primary role of the PTA instructor is to assume responsibility and accountability for instruction, evaluation of students, and planning and implementing curriculum content. Instructors are encouraged to develop and implement their own teaching strategies as long as they utilize accepted theories of learning. Instructor creativity should allow responsiveness to varied student needs and styles of learning and allow all students to actively participate in the learning process.

DUTIES

1. Serve as a PTA role model for students by remaining current in PT skills and knowledge and maintains a professional approach including appearance, interpersonal relationships, and legal and ethical responsibilities.
2. Prepare and deliver theory material that demonstrates:
   1. knowledge of subject matter
   2. relationship to course objectives
   3. effectiveness measured by but not limited to student testing and evaluation.
3. Instruct and supervise students in the laboratory setting, demonstrating:
   1. knowledge and competence in clinical practice
   2. utilization of curriculum objectives in planning student assignments
   3. clinical practice that is in harmony with the clinical facilities, policies and procedures, and facilitates quality patient care, optimum student learning, and harmonious college-hospital relationships.
4. Maintain up to date records regarding grades, clinical performance, and attendance.
5. Be available on a regular basis for appointments with students to meet individual learning or counseling needs.
6. Conform to PTA Program policies on anecdotal records and evaluations.
7. Participates in course and curriculum development, evaluation and revision, and program policy information and revision.
8. Attend faculty meetings.
9. Support PTA program and college philosophies and promote positive interdepartmental relationships at the campus level.
10. Participate in ongoing self-evaluation including regular management evaluation as required by college policy.
11. Make every attempt to carefully grade and return assigned written work within one week after the due date.
12. Make every attempt to carefully grade and return assigned written work within one week after the due date.
13. Conform to the responsibilities as outlined in the Bakersfield College Faculty handbook.
14. Participate in division committees as able.
15. Participate in the PTA Pinning ceremony in the Fall.

It is assumed that all members of the PTA faculty will:

1. Support the philosophy Bakersfield College and the PTA program
2. Maintain and enhance the integrity of the PTA program by assuming a responsible role on campus, in the clinical agency and in the community.
3. Enhance student opportunity for learning, growth, and development.
4. Serve as a role model for the practices of physical therapy and the development of PTAs.
5. Support the group process for the Program. Decisions will be made as much as possible through group process and these decisions will then be implemented by all faculty members.
6. Maintain communications with the Director and within the faculty team.
Physical Therapist Assistant Program Organizational Chart

Dr. Sonya Christian
President
Bakersfield College

Billie Jo Rice
Vice President of Instruction

John Bolton
Interim Dean of Kinesiology, Health, Athletics

Suzanne Oesch, PT, DPT
BC
PTA Director (PD)

BC General Education

BC Learning Resource Center

BC PTA Advisory Board

BC PTA Faculty

Jason Ament, PTA Academic Coordinator of Clinical Education (ACCE)

BC PTA Clinical Partners (SCCEs, CIs, Administrators)
3. PTA Program Job Descriptions/Duties

PTA Faculty Director Job Description

JOB DESCRIPTION

The Director coordinates and directs the PTA program. The Director is responsible to the students to facilitate an atmosphere of learning which encourages each student to succeed at his or her maximum potential; to the faculty to promote an atmosphere which encourages academic freedom and development of the full potential of each instructor to develop and maintain policies harmonious with college policies and philosophy; and to the community to best utilize district resources for the education of PTAs who are prepared to give safe and effective patient care.

Other duties include: Assuring effective program operations, overseeing program assessment, participation in budget planning, maintenance of programmatic accreditation, participating in personnel recruitment and evaluation. Establishing effective working relationships with personnel from affiliated clinical education centers and assisting with coordination between the college and clinical education agencies; participation in student recruitment and articulation, transfer programs; maintaining subject matter currency; developing and revising curriculum; using computer and technology; assessment of learning outcomes; collegial participation in departmental, college and discipline-specific professional activities.

QUALIFICATIONS

1. Is a physical therapist or physical therapist assistant who holds a current license/certification to practice as a PT or PTA in any United States jurisdiction.
2. Holds a minimum of a master’s degree.
3. Has a minimum of five years (or equivalent), full-time, post licensure experience that includes a minimum of three years (or equivalent) of full-time clinical experience.
4. Has didactic and/or clinical teaching experience.
5. Has experience in administration/management.
6. Has experience in educational theory and methodology, instructional design, student evaluation and outcome assessment, including the equivalent of nine academic semester credits of coursework in educational foundations. [Proviso: CAPTE Rules of Practice and Procedure January 2021 56 CAPTE will begin enforcing the expectation for post-professional course work in 2018.]
**JOB SUMMARY**
The Director coordinates and directs the PTA program. The Director is responsible to the students to facilitate an atmosphere of learning which encourages each student to succeed at his or her maximum potential; to the faculty to promote an atmosphere which encourages academic freedom and development of the full potential of each instructor to develop and maintain policies harmonious with college policies and philosophy; and to the community to best utilize district resources for the education of PTAs who are prepared to give safe and effective patient care.

**RESPONSIBLE TO**
Interim Dean of Kinesiology, Health & Athletics

**DUTIES**
Promote and coordinate the development and implementation of:
- PTA curriculum that meets the CAPTE requirements and as well as the needs of students, faculty, and community.
- PTA course and program evaluations
- Instructor evaluations and professional growth of instructors
- Program policies and procedures
- Student recruitment
- Orientation of new staff members
- Coordinates all aspects of the PTA program.
- Assists in the recruitment and assignment of instructors.
- Assists in the development, location, and assignment of classroom facilities/equipment.
- Directs in the preparation, implementation, and supervision of the PTA Program budget
- Counsels PTA students
- Prepares PTA program research and reports, including grant applications.
- Maintains appropriate liaison with support staff, counselors, clinical agencies and the community.
- Maintains a current knowledge of professional licensure and laws relating to the practice of PT/PTA and interprets such to staff.
- Represents the PTA programs and college through appropriate committee participation.
- Maintains appropriate communications with the college administration.
- Serves as the liaison officer for the PTA program and the Advisory Board.
• Prepares schedule of classes.
• Supervises maintenance of student records as required by state regulations and preparation of students for licensure examinations as appropriate.
• Holds primary responsibility for the preparation of CAPTE accreditation reports and the activities associated with accreditation visits.
• Identifies and recommends needed human, fiscal and material resources required for the instructional process.
• Keeps the ACCE informed of all program activities.
• Performs other duties as assigned by Interim Dean Kinesiology, Health and Athletics
**Academic Coordinator of Clinical Education Job Description & Responsibilities:**

**JOB DESCRIPTION**

The successful candidate for the Physical Therapist Assistant Professor/Academic Coordinator of Clinical Education (ACCE) position will have relevant experience and/or focused academic study necessary to provide instruction in a full range of Physical Therapist Assistant Courses.

Under the direction of the Director of the Physical Therapist Assistant Program, the Physical Therapist Assistant Professor/Academic Coordinator of Clinical Education (ACCE) will be responsible for planning, coordinating, facilitating, administering and monitoring activities on behalf of the academic program and in coordination with clinical placement and clinical instructor.

This assignment may include teaching courses at various locations, different times, and with different modalities. Bakersfield College offers college courses in the greater Bakersfield area and rural communities using the following modalities: traditional, face-to-face, online and interactive broadcasts. Assignments will be made in the fall and spring semesters and during the program’s extended summer session. Actual schedule assignments may vary as program and institutional needs are met.

Other duties include: Establishing effective working relationships with personnel from affiliated clinical education centers and assisting with coordination between the college and clinical education agencies; participation in student recruitment and articulation, transfer programs; maintaining subject matter currency; developing and revising curriculum; using computer and technology; assessment of learning outcomes; collegial participation in departmental, college and discipline-specific professional activities.
QUALIFICATIONS

Qualifications include at least an Associate with 6 years of clinical experience as a PTA or Bachelor’s Degree with 3 years’ experience as a PTA or PT or higher degree from an accredited college or university which includes course work in Physical Therapy, education, or administration, at least three years’ experience as a Physical Therapist/PTA providing direct patient care as well as in-direct supervisory role as a clinical instructor (CI)

RESPONSIBLE TO

PTA Program Director

DUTIES

e. Assumes responsibilities for the PTA Program in the Director's absence in accordance with CAPTE rules and regulations.
f. Serves as a member PTA committee and attends Division meetings.
g. Leads Clinical Education meetings
h. Development and process clinical site contracts
i. Planning and coordinating clinical placement for faculty and students.
j. Oversees all aspects of Clinical Education, see Job Description-Appendix.
k. Assists with required CAPTE reports in regard to Clinical Education, CPI results.
l. Coordinates continuing education units for classes provided by the division.
Adjunct PTA Faculty Job Description:

DUTIES

- Meet the qualification standards as outlined by CAPTE, including license as a PT/PTA, experience as a PT/PTA providing direct patient care as well as in-direct supervisory role as a clinical instructor.
- Follow Adjunct duties as set forth by both the college and the Kinesiology, Health and Athletic Department
- Participate in new faculty orientation activities and complete the orientation checklist.
- Be held to the same level of accountability as full-time instructors in regard to roster, grades, and survey.
- Adhere to all PTA Program policies and procedures, as well as all applicable college-wide policies and procedures.
- Attend PTA committee meetings as available; attend end of semester meeting.
- Be evaluated according to the established BC adjunct faculty evaluation process (Sample forms are included at the end of this Handbook in Forms)

Adjunct instructors will be supervised by the Program Director.
Skills Lab Coordinator job Description:

DUTIES

- Meet the qualification standards as outlined by CAPTE, license to practice as a Physical Therapist/ PTA in California.
- Familiar with content and curriculum of PTA program.
- Adhere to all PTA Program policies and procedures, as well as all applicable college-wide policies and procedures.
- Attend PTA committee meetings as available; attend end of semester meeting.

Skills Lab Coordinators will be supervised by the Program Director.
Description of PTA SKILLS LAB PHTA B90A, B90B, B90C

The PTA Skills Labs are designed to allow students to have extra time to practice their skills for their skill checks in each individual lab course. They are set up according to semester and skill level as follows; PHTA B90A Beginner with outcome goals for semester 1 of the PTA technical Program PHTA B51 & B52, PHTA B90B Intermediate with outcome goals for semester 2 of the PTA technical program, PHTA B60 & B62 and PHTA B90C Advanced with outcome goals for semester 3 of the PTA technical program, PHTA B70, B71, & B72.

Students are only allowed to review skills that they have been exposed to and taught in their respective laboratory coursework. As students’ progress through the program, they can review skills that are identical or similar if they have been taught them in a previous or current course. Skill competency includes but not limited to performing the skill correctly within the allotted time, with correct body mechanics and safety techniques, and without any cues or prompting from the instructor.

- The PTA program maintains a practice laboratory which is open to students and instructors, and which has the following functions:
  a. Enhances the PTA curriculum by providing learning activities which reinforce psychomotor objectives.
  b. Provides an environment within which students can practice psychomotor skills prior to performing these skills in actual patientcare settings.
  c. Provides a mechanism for the remediation of clinical skills when students need extra training opportunities, attached is a copy of the Remediation Form.
  d. Assists students in completing psychomotor objectives.

- The skills lab provides the following resources for students and instructors:
  - Availability of all equipment necessary to practice psychomotor skills.
  - Availability of Laptops for students to use within the lab for viewing media-based material.
  - Equipment and supplies for practicing procedures
  - Anatomical and clinically focused models, charts, and diagrams
  - Skills lab instructors to provide one-on-one and group instruction and tutoring during scheduled hour.
  - Skills lab activities, equipment, and supplies are coordinated by the PTA Director.

- An example of a Remediation Plan is on the next page.
## PHYSICAL THERAPIST ASSISTANT PROGRAM

### LAB PRACTICAL: REMEDIATION FORM: SKILL

**COURSE#___________ MIDTERM/FINAL**

<table>
<thead>
<tr>
<th>Name (First and Last)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Instructor Please List/Describe the Skill below that needs Remediation: List/Describe the Skill Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency Criteria for Remediation &amp; Recommendations for Practice to Achieve Competency:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Instructor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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____

<table>
<thead>
<tr>
<th>Skills Instructor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Student #1 Initials</th>
<th>Student #2 Initials</th>
<th>Student #3 Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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
4. Faculty Absence Procedure:

I. When an instructor must be absent from lecture or lab assignments, the instructor will follow this procedure:
   a. Faculty members should report absences in sufficient time to provide proper substitution in the classroom, as deemed appropriate in consultation with the Department Chair and Dean.
   b. Before arranging a substitute, permission must be received. Faculty members should not combine, cancel, or change meeting times or places of classes or activities without permission of the College President or designee.
   c. Notify the Program Director of the absence.
   d. Notify faculty members when appropriate (i.e., to arrange for coverage, to rearrange theory classes, or to reschedule classes where possible).
   e. Complete a Bakersfield College absence form upon returning to work (See Forms at the end of this Handbook)
   f. If learning activities must be cancelled because no substitute can be arranged, the instructor must schedule make-up activities for students in order to meet learning objectives, such as online assignments, projects, or group activities.
   g. Before arranging a substitute, permission must be received. Faculty members should not combine, cancel, or change meeting times or places of classes or activities without permission of the College President or designee.

II. This procedure applies to both full-time and adjunct instructors.
5. Faculty Course Selection:

The PTA program course selection process is as follows:

- Courses will be chosen by seniority, within approved teaching areas (PTA course).
- All full-time faculty will reach load (1.0 FTE) in the core course of the PTA program.
- Courses remaining without instructors after full-time loads have been assigned shall be first made available to qualified full-time PTA faculty on an overload basis. When full-time faculty schedules have been completed, the remaining unassigned classes shall be made available to adjunct faculty with the most senior faculty will have first choice. Maximum Full-Time Overload: Full-time faculty members’ semester workloads shall not exceed 0.67 above a full load if adjunct faculty members are available to teach additional classes that are offered.
- Once all full-time faculty are satisfied with course load, remaining lecture and/or lab sections will be made available to adjunct faculty, the most senior adjunct faculty will have first choice.
- Each full-time faculty member who has a lecture assignment must also lead laboratory instruction related to that lecture assignment.

For more information please refer to the Faculty Contract: Agreement Between the Kern Community College District and the Kern Community College District Community College Association/ California Teachers Association/ National Education Association:
6. Faculty Communication

The PTA program faculty uses Bakersfield College email as the formal communication method. Faculty can access email, My Banner, eLumen, forms, committees and other important faculty information at Inside BC. The BC PTA website also maintains a Faculty Resource page.

Information and location include:

- Program committee agendas and minutes – will be shared through email.
- Course outlines and course syllabi - eLumen and PTA Program OneDrive
- Student rosters – My Banner & PTA Program OneDrive
- PTA Program including Forms – [https://www.bakersfieldcollege.edu/kinesiology-health-athletics/physical-therapist-assistant](https://www.bakersfieldcollege.edu/kinesiology-health-athletics/physical-therapist-assistant)
- Surveys/Assessment Data – PTA Program OneDrive
- Faculty Handbook/Binder PDF/Clinical Instructor Manual - [https://www.bakersfieldcollege.edu/kinesiology-health-athletics/physical-therapist-assistant](https://www.bakersfieldcollege.edu/kinesiology-health-athletics/physical-therapist-assistant)
- Clinical Placement – EXAAT or other Spreadsheet tracking system

Each faculty member is responsible for ensuring that all pertinent semester eLumen assessments are completed as well as all surveys sent to PTA Program Administrative Assistant. The PTA secretary will keep PTA syllabi and maintain updated student and faculty files.

**Email**

All PTA faculty utilize the Bakersfield College email system for effective communications. It is each faculty member’s responsibility to frequently check his/her email for new information and communications. Failure to do so may result in missed deadlines, and loss of important information that may be crucial to the smooth operation of the PTA program.

Faculty are should only communicate to students through the student and faculty member’s email. If a student emails from a personal account, inform the student that all communication must be done through BC email. Do not send information to student’s personal email as this is in violation of FERPA.
7. SEMESTER TO DO LIST: BEGINNING & ENDING

BEGINNING OF SEMESTER TO – DO’s

SYLLABUS
- Copy in correct Binder in Office (Master plan)
- Copy to:
  - suzanne.oesch@bakersfieldcollege.edu
  - cdean@bakersfieldcollege.edu
- 3 Weeks lecture / power point- assignments in Canvas
  1. Office Hours (5 hours total for the week)-post in Canvas
    a. Take roll (absences, last day of attendance rq’d for grades)-
       Remember Census Date- need to know last date of attendance for all
       students.

END OF SEMESTER TO – DO’s

- Grades
  1. Submit on Canvas and Banner Web (Print and scan both)
    1. Scan Original Roster (with attendance recorded)
    f. Save Roster:
      - Save Banner Web & Canvas Spread Sheet:
      - Send scanned copies to
        Suzanne.oesch@bakersfieldcollege.edu
    o Email scanned Roster to:
      michelle.pena@bakersfieldcollege.edu
  1. Stats and Assessments
    SLOs as designated by College Assessment.
    1. E Lumen- assessment of SLO’s for each course taught.
    ii. Classroom Survey Evals:
        1. Anonymous class survey in Canvas: Save as an Excel
           document and send to Suzanne.oesch@bakersfieldcollege.edu
        a. ACCE, Director and Program, Clinical Site Surveys if
           Applicable for that Semester as directed for each survey.
8. Handouts & Resources

Below Resources are available on Bakersfield College’s Faculty Resource Page: https://www.bakersfieldcollege.edu/employees/professional-development/faculty-resources

You are required to review COVID-19, BC Basics, Technology Help, Accessibility Video Captioning and Ban Web Dropping and Entering Final Grades prior to being of the Semester and will be checked off on your check off list.

COVID-19

2. Protocols for Visiting Campus and the Kern Community College District Campus Pass App
3. Syllabus Statements
4. COVID-19 Update (3/12/20)
5. Alternative Learning Formats Seminar (3/13/20)

BC Basics

1. HR Orientation PowerPoint Presentation
2. Bakersfield College Faculty Handbook
3. Student Health and Wellness Center Handout
4. Financial Aid Updates
5. Faculty Flex Form

Technology Help

- Faculty Canvas Basics
- How to login to Canvas
- Microsoft Office from Home
- Confer Zoom for Faculty
- Zoom Precautions  Updated 4/20/2020
- PDF Scanner Instructions (iOS)
- PDF Scanner Instructions (Android)
Accessibility Resources

Accessibility Center
Information about Accessibility and the law, step-by-step guidance for creating accessible content, and training resources can be found in the Accessibility Center Resources.

DSPS Resources

- DSPS Top 5 Best Practices for Faculty
- DSPS Fact Sheet
- DSPS Handbook

Video Captioning Workshop

Video Captioning Update
Video captions must be 99.9% accurate. This means, you may not use a video from a publisher, whether on YouTube, another service, or purchased from a vendor, unless that video is captioned with 99.9% accuracy of word content, sounds, audio descriptions, punctuation, etc.

Recommended Reading for Captioning

b. CCC Accessibility Center Captioning & Audio Descriptions
c. WebAIM Captions, Transcripts, and Audio Descriptions

Captioning Guidance
The Captioning Key offers guidance on captioning from Described and Captioned Media Program (DCMP):

b. Text Formatting
c. Spelling, Punctuation and Grammar
d. Sound Effects and Music
e. Identifying Speakers
**Audio Descriptions**

Audio descriptions are intended to provide blind and visually impaired users with additional information about what may be happening on-screen. For instance, including speaker identification or on-screen instructions so that the screen reader will read words in the video. If the information is not in the audio track, then include this information as an audio description, including directional cues and other on-screen information, in the captioning.

The Description Key from the Described and Captioned Media Program provides guidance for writing audio descriptions, including what to describe and how to describe on-screen information:

1. What to Describe
2. How to Describe Visual Content

Further resources are available in the Accessibility Center Faculty Resources.

**Videos**

The following links will open in a new browser tab or window and are located at: https://www.bakersfieldcollege.edu/employees/professional-development/faculty-resources:

- BanWeb: Dropping Students
- BanWeb: Entering Final Grades
- New Faculty Seminar, 1/20/2017
- New Faculty Seminar, 12/15/2016
- New Faculty Seminar, 11/18/2016
9. PTA Mission Statement, Program Goals & Philosophy

Bakersfield College’s PTA Mission is consistent and support the Bakersfield College’s 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

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
The program's goal is to teach students in a systematic way incorporating cognitive, psychomotor, and affective domains so that they can be successful, integral members of the healthcare team working under the direction and supervision of a physical therapist. Much of our teaching is based on the idea of learning by doing personified in the quote by John Dewey American philosopher and educator "Give the pupils something to do, not something to learn; and the doing is of such a nature as to demand thinking; learning naturally results."

The curriculum is based upon the pedology of learning, see, practice, prove, do, maintain: An Evidence-Based Pedagogical Framework for Procedural Skill Training in Medicine along with the application of parts of constructivism and cognitive learning methods through case-based problem-solving learning activities. These models provide the framework of the PTA coursework. The program is sequential with each semester depending on the knowledge obtained from the previous semester and prerequisites. The student has the opportunity to engage in active learning through lectures, lab, and clinicals with varied activities to provide a well-rounded learning experience including acquisition of didactic knowledge, technical and interpersonal skills. Following the constructivism pedology students have opportunities to interact with their environment/various cultures, manipulate objects (application of task-specific physical therapy equipment), and develop professional qualities of caring, compassion, and teamwork through exploration and collaboration with classmates, peers, and instructors.

- Please refer to the PTA Program Policies and Procedures for specifics on the PTA Curriculum Design Process.
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 prequisite & 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.

<table>
<thead>
<tr>
<th>Pre-Program</th>
<th>Semester 1, Fall</th>
<th>Semester 2, Fall</th>
<th>Semester 3, Spring</th>
<th>Semester 4, Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL B1A, (Written Communication, GE: A.1.) 3 units lecture</td>
<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>
</tr>
<tr>
<td>MATH B72 OR Equivalent (General Mathematics for Non-BSTEM majors) 4 units lecture</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>
</tr>
<tr>
<td>BIOL B32 (Human Anatomy and Physiology I, GE: B.1.) 4 units (3 lecture/1 lab)</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 (2lecture/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>
</tr>
<tr>
<td>BIOL B33 (Human Anatomy and Physiology II, GE: B.1.) 4 units (3 lecture/1 lab)</td>
<td>PHIL B12-33 (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>
</tr>
<tr>
<td>STDV B1 (Student Planning, GE) 1 unit 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>
<td></td>
<td></td>
</tr>
<tr>
<td>PHTA B50- Introduction to PTA, 2 units lecture</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>
<td></td>
</tr>
</tbody>
</table>

18 units 13 units 14 units 17 units 14 units

Courses in Italic are recommended and/or an example of GE courses that can be completed
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:

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

General Requirements

- Educational Planning: Completion of a designated course and a student education plan within the first 15 units at Bakersfield College.
- Completion of 60-degree applicable units with a 'C' (2.0) grade point average (GPA) or better.
- Completion of at least 12 of the 60 units at Bakersfield College.
- 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.
- Competency Requirements:
  a. Composition: Successful completion of ENGL B1A or ENGL B1AL with a grade of ‘C’ or better.
  b. 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.
  c. Reading: Successful completion of ENGL B1A and ENGL B1AL with a grade of ‘C’ or better.
- Completion of a General Education Pattern:
  d. Bakersfield College General Education, or
  e. California State University General Education Breadth, or
  f. Intersegmental General Education Transfer Curriculum (IGETC)

- 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
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:

<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>
</tbody>
</table>

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 life-long 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.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</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>2&lt;sup&gt;nd&lt;/sup&gt;</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>3&lt;sup&gt;rd&lt;/sup&gt;</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>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHTA B72 Therapeutic Exercise for the PTA</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>PHTA B90C PTA Skills Lab Advanced</td>
<td>1</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt;</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>
<td>1</td>
</tr>
</tbody>
</table>

Totals

<table>
<thead>
<tr>
<th>Course</th>
<th>44</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA Technical Course Units Required</td>
<td></td>
</tr>
<tr>
<td>Minimum Support Course Units</td>
<td>0</td>
</tr>
<tr>
<td>Total Units Required</td>
<td>44</td>
</tr>
</tbody>
</table>

Recommended Physical Therapist Assistant General Education Pattern for Associate of Science, but any approved course in BC’s A.S. Pattern will be accepted for graduation. (See Counselor for more information)

1. **A. Communication (6 units)**
   - A.1 Oral Communication (3 units): Comm B1 recommended; Any course listed in Area A.1 of the Gen Ed Pattern in the BC Catalog.
   - A.2 Written Communication (3 units): ENGL B1A

2. **B. Physical Universe and Life Forms (4 units)**
   - i.B.1 Natural Sciences (4-8 units): BIOL B18 or BIOL B32 & BIOL B33- prerequisite courses
   - ii.B.2 Mathematics and Logic (3-5 units): MATH B72 recommended

3. **C. Arts, Literature, Philosophy, and Foreign Language (3-5 units)**
   - 1. PHIL B12 recommended, or any course in Area C: Gen Ed Pattern in the BC Catalog.

4. **D. Social, Political, Legal and Economic Institutions & Behavior, Historical Background (6 units)**
   - D.1 Foundations in the Behavioral Sciences (3 units): PSYCH B1A recommended, or any course listed in Area D.1 in the BC Catalog.
   - OR D.2 Foundations in the Social Sciences (3 units): Any course listed in Area D.2 in the BC Catalog.

AND

- D.3 American (U.S. Institutions) (3 units): Any course listed in Area D.3 in the BC Catalog.
  - Remember to choose a class that meets the multicultural requirement if you have not already done so. PSYCH B1A meets the multicultural requirement.

5. **E. Lifelong Understanding and Self-Development (4 unit)**
   - E. Lifelong Understanding and Development (3 units) – COMM B2 recommended, or Any course listed in Area E Lifelong Understanding and Development in the BC Catalog.
   - 1. AND Physical Education - 1 unit required from PHED courses listed in the BC Catalog.

3. **Educational Planning** – STDV B1 recommended, or any course listed in the BC Catalog General Requirements (Recommended to be taken during the first semester of courses at BC to assure priority registration.) - 1 unit.
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.)
<table>
<thead>
<tr>
<th>Orientation Activity</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets current PTA faculty; identifies roles and responsibilities of all program employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orients to personal office space; Orients with office secretary; Obtains ID badge; keys</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tours all PTA facilities/classrooms; Operates classroom equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knows location/procurement of supplies, texts, forms, files etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understands location/maintenance of student files and forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orients to PTA classroom, Computer lab; Skills lab; PTA Department Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knows location of instructor mailboxes and communication channels/methods, Copier LA 216</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operates phones, computer, printers, copier and other office technologies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receives and reviews course outline/syllabus and other materials for assigned semester; will send electronic copy of each semester syllabi to Department Chair of Kinesiology, Health &amp; Athletics.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understands testing procedures; Canvas tests/finals;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviews self-evaluation process and understands responsibilities; knows deadline dates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>Meets with PTA Director and ACCE (or if ACCE Kinesiology Department Chair); discusses role of faculty and students; discusses where student assignments will be posted; meets other key personnel.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifies/Implements SLO Assessments in eLumen each semester.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understands My Banner for Faculty and Employment Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understands the Process of Textbook ordering from Bookstore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understands Basic Canvas and has completed Kung FU Canvas Basic Course, for implementation of PTA Coursework, following designated PTA Canvas shell utilized throughout the Department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviews COVID-19, BC Basics, Technology Help, Accessibility Video Captioning and Ban Web Dropping and Entering Final Grades prior to being of the Semester and will be checked off on your check off list (Resources Page)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receives, reads and reviews all contents listed in Faculty Binder as stated on page #6 in the Faculty Handbook including Faculty Handbook, PTA Policies and Procedures Handbook, and all PTA Student Handbooks &amp; Manuals.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Orientation Completed Date ____________________________

Faculty Instructor __________________________________ Program Director ____________________________
Bakersfield College Faculty Resources & Websites

Professional Development:

- **Online Teaching Resources** *(Canvas Instructional Videos)*: https://www.bakersfieldcollege.edu/employees/professional-development/faculty-resources
- **Flex Reporting**: https://www.bakersfieldcollege.edu/employees/professional-development/faculty-resources
- **Flex Professional Development Resources**: https://www.bakersfieldcollege.edu/employees/professional-development/spring-2021-flex-resources
- **Faculty Resources**: https://www.bakersfieldcollege.edu/employees/professional-development/faculty-resources
- **Adjunct Faculty Resources**: https://www.bakersfieldcollege.edu/employees/professional-development/adjunct-faculty-resources
- **eLumen Assessment**: https://www.bakersfieldcollege.edu/employees/professional-development/elumen-assessment
- **Upcoming Workshops**: https://www.bakersfieldcollege.edu/employees/professional-development/workshops
- **Past Workshops**: https://www.bakersfieldcollege.edu/employees/professional-development/workshops/past
- **Useful Links**: https://www.bakersfieldcollege.edu/employees/professional-development/useful-links
- **Recorded Instructional Videos**: https://www.bakersfieldcollege.edu/employees/professional-development/recorded-workshops

Appendices:
Student Handouts for the Program
https://1drv.ms/b/s!AkJo7cB0AKFvgbJfKHubeDA-5QffPQ?e=19Irj4
1. BC PTA Fact Sheet
2. BC PTA Frequently Asked Questions
3. BC PTA Application Process
4. BC PTA Program Mapper

Bakersfield College Faculty Evaluation Forms/Packets For Full Time & Adjunct:
https://1drv.ms/b/s!AkJo7cB0AKFvgbJgfSY4-HTb_hr8w?e=xpVzbT

- Full time Faculty Mode A
- Adjunct Faculty

Useful Bakersfield College Forms:
https://1drv.ms/b/s!AkJo7cB0AKFvgbJkoRcrZp8WSTiSzw?e=A4Jgvr

- Welcome Letter
- Absentee Form
- Reimbursement Form for Travel/Continuing Education
- Flex Form Full Time & Adjunct


SLO Instructions assessment in eLumen (end of each semester each class)
https://1drv.ms/b/s!AkJo7cB0AKFvgbJhgRoDO59mcZkxcw?e=TtlkDN

Starfish https://1drv.ms/b/s!AkJo7cB0AKFvgbJeBcL5lcKMARJUMg?e=jCFPoZ

DSPS https://1drv.ms/b/s!AkJo7cB0AKFvgbJiaG66lYToGIR_BQ?e=9pOWzy

Useful Brochures:
https://1drv.ms/b/s!AkJo7cB0AKFvgbJjaUls40N_ZrJ72Q?e=3kT4fF

- Kung Fu Canvas Brochure
- Financial Aide Brochure
- Health Center Brochure

BC PTA Assessment Matrix:
https://1drv.ms/b/s!AkJo7cB0AKFvgbAcsww4AcnRwue2wQ?e=sJq1Xr

BC PTA Program Issues/Concerns Form:
https://1drv.ms/b/s!AkJo7cB0AKFvGabdhH71WLw3vse-5Q?e=BKfBSw

BC PTA Student Critical Incident Form:
https://1drv.ms/b/s!AkJo7cB0AKFvgbJNq4mxSmQSpQy1aw?e=C4Skvc
Bakersfield College PTA Program
CRITICAL STUDENT INCIDENT FORM

DATE OF INCIDENT ___________ STUDENT _________________________________ COURSE_________

Instructor’s Description of Incident:

Required Action:

Instructor Signature________________________________________________                     Date _________________________

Student’s Comments:

Student Signature _______________________________________________________               Date_______________________________
Director’s Comments:

Probation: Yes or No
Action Plan Needed completed if applicable Yes or No

Date Reviewed by Director: ____________________  Director Signature _____________________________________________

Once this form has been reviewed and signed by all parties then an action or probation plan can be created and Initiated with a follow Conference Scheduled below

Official Use Only
Date of Incident__________________________
Date of Conference__________________________
Date of Follow up Conference__________________________

BC PTA Student Critical Incident Form PTA Department Student and PTA Program keeps a copy.
Bakersfield College PTA Program
Issues/Concerns Form

Name (First and Last)______________________________________________________________
Date Submitted_____________________________________________________________________
Issue/Concern_____________________________________________________________________
Email:____________________________________________________________________________
Signature of Initiator(s)____________________________________________________________

Please provide below information regarding an issue or concern pertaining to Bakersfield College’s PTA program. Please include all important details that fully discuss all the pertinent information regarding the issue(s)/concern(s) (if necessary, add additional pages).

1. Describe the issue/concern:

2. What recommendations or suggestions would you give to solve this issue/concern?

3. How do you hope these recommendations will improve and help with the success of PTA students and Bakersfield College’s Community?
Please return this form to the PTA Program Director, LA 118. The Initiator will be notified within 5 working days by email as to the committee or Administrator that will review this issue/concern.

<table>
<thead>
<tr>
<th>Official Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received by Process Coordinator ____________ Tracking</td>
</tr>
<tr>
<td>Number ____________</td>
</tr>
<tr>
<td>Date Initiator Notified ____________</td>
</tr>
<tr>
<td>Forwarded to ____________ Date ____________</td>
</tr>
</tbody>
</table>

BC PTA Issue/Concerns Form  2021/2022