



**Physical Therapist Assistant**  
UNIVERSITY *of* ALASKA ANCHORAGE

**Student Handbook**  
**2022**

**TABLE OF CONTENTS**

Student Handbook.....1

    WELCOME.....4

    ACCREDITATION .....4

    UAA MISSION STATEMENT .....5

    UAA CAMPUS OFFICES AND CONTACT INFORMATION.....5

    UAA RESOURCES AVAILABLE TO PTA STUDENTS .....6

    UNIVERSITY POLICIES.....8

        Harassment.....8

        Title IX Statement .....8

        Free Speech and Academic Inquiry .....9

        Disability Statement .....9

        Alcohol and Other Drugs .....9

        Concealed Handguns ..... 11

        Sex Offenses Policy..... 11

        Student Conduct..... 11

        Cheating, Plagiarism, or Other Forms of Academic Dishonesty..... 12

        Violation of Regents’ Policy, University regulation, or UAA rules and procedures..... 14

        Wildlife on Campus..... 14

        University Student Educational Records Policy..... 14

        College of Health Latex Allergy Policy ..... 16

    PTA PROGRAM GENERAL INFORMATION ..... 17

        UAA PTA Mission Statement ..... 18

        Philosophy Statement ..... 18

        Program Goals/Objectives..... 18

        Graduate Outcomes ..... 19

        Program Calendar..... 20

        Estimated Program Expenses ..... 21

    ACADEMIC POLICIES ..... 22

        Academic Policy 1--Abide by the Practice Act and Standards of Ethical Conduct for the PTA ..... 22

        Academic Policy 2--Academic Integrity ..... 23

        Cheating, Plagiarism, or Other Forms of Academic Dishonesty..... 23

        Academic Policy 3--Academic Interventions ..... 23

        Academic Policy 4--Academic Progression and Retention..... 24

        Academic Policy 5--Advising ..... 25

        Academic Policy 6--Attendance..... 26

        Academic Policy 7--Dismissal..... 27

        Academic Policy 8--Dispute ..... 28

        Academic Policy 9--Dress Code ..... 28

        Academic Policy 10--Grading..... 29

        Academic Policy 11--Laboratory Skill Competency Assessment ..... 30

        Academic Policy 12--Professional Behaviors..... 31

Academic Policy 13--Student Competence Prior to Clinical Assignment .....	32
Academic Policy 14--Student Laboratory Responsibilities .....	32
PROGRAM POLICIES.....	33
Program Policy 1--Clinical and Licensure Requirements .....	33
Program Policy 2--Complaints .....	35
Program Policy 3--Due Process.....	36
Program Policy 4--Emergency Information .....	37
Program Policy 5--Emergency and Safety Procedures .....	37
Program Policy 6--Essential Functions for the PTA Student.....	39
Program Policy 7--Health and Liability Insurance.....	42
Program Policy 8--Human Subjects Informed Consent .....	42
Program Policy 9--Infection Control .....	42
Program Policy 10--Off-Campus Educational Events.....	43
Program Policy 11--Orientation.....	43
Program Policy 12--Privacy and Confidentiality .....	44
Program Policy 13--Respect for Others' Rights .....	45
Program Policy 14--Withdrawal and Reinstatement.....	46
APTA DOCUMENTS .....	46
Physical Therapist Assistant Definition and Utilization .....	46
Role of a Physical Therapist Assistant (PTA).....	47
Direction and Supervision of the Physical Therapist Assistant (HOD P06-05-18-26).....	47
Distinction between the Physical Therapist and the Physical Therapist Assistant in Physical Therapy (HOD P06-01-18-19) .....	48
Standards of Ethical Conduct for the Physical Therapist Assistant (HOD S06-09-20-18).....	49
Abide by the Practice Act and Standards of Ethical Conduct for the PTA.....	58
Academic Integrity.....	58
Acknowledgement of Clinical and Licensure Requirements .....	58
Authorization to Discuss My Performance.....	59
Authorization to Release Name and Telephone Number .....	59
Audio/Visual Consent .....	59
Commitment to Confidentiality.....	60
Emergency Information .....	60
Student Informed Consent .....	61
Professional Behaviors Agreement .....	61
Latex Exposure Acknowledgement .....	62
Student Handbook Acknowledgement .....	63

## WELCOME

Welcome to the University of Alaska Anchorage Physical Therapist Assistant (PTA) Program. Upon successful completion of this program, an Associate of Applied Science (AAS) degree will be awarded. Graduates will be eligible to take the National Physical Therapist Assistant Examination and apply for state licensure/certification/registration. The faculty, staff, and administration of the Physical Therapist Assistant Program at UAA have developed this handbook. Its purpose is to serve as a guide for all students enrolled in the Physical Therapist Assistant Program.

The PTA Student Handbook refers to information in the *UAA Catalog* (<http://catalog.uaa.alaska.edu/>), the UAA Board of Regents' Policies and University Regulations (<https://www.alaska.edu/bor/policy-regulations/>), and the *Student Code of Conduct* (<https://www.uaa.alaska.edu/students/conduct/>).

It is the student's responsibility to read the above-mentioned University documents and the PTA Student Handbook and clarify any questions or concerns with the PTA Program Director within one week from receipt. Policies and procedures regarding clinical education courses are published in the Clinical Education Manual.

We welcome you and want you to know that we are here to assist you in every way possible.

Jodi Pfeiffer

Jodi Pfeiffer, PTA, MHA  
PTA Program Director

## ACCREDITATION

UAA is accredited by the Northwest Commission on Colleges and Universities. It was first accredited in 1974 and reaffirmed in 2012 for the 2011-2017 cycle. The current Statement of Accreditation Status can also be viewed at <http://www.uaa.alaska.edu/accreditation/>. UAA is authorized to grant Associate degrees by virtue of the accreditation status granted by Northwest Commission on Colleges and Universities. As detailed in the Statement of Accreditation Status, the Northwest Commission on Colleges and Universities recognizes the U.S. Secretary of Education's approval of the Commission Accreditation in Physical Therapy Education to accredit physical therapist assistant education programs.

The Physical Therapist Assistant Program at University of Alaska Anchorage is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA, 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.



## UAA MISSION STATEMENT

The mission of the University of Alaska Anchorage is to discover and disseminate knowledge through teaching, research, engagement, and creative expression. Located in Anchorage and on community campuses in Southcentral Alaska, UAA is committed to serving the higher education needs of the state, its communities, and its diverse peoples. The University of Alaska Anchorage is an open access University with academic programs leading to occupational endorsements; undergraduate and graduate certificates; and associate, baccalaureate, and graduate degrees in a rich, diverse, and inclusive environment.

## UAA CAMPUS OFFICES AND CONTACT INFORMATION

<b>Office</b>	<b>Phone</b>	<b>Web Page</b>
Chancellor's Office Sean Parnell Chancellor ADM 216	786-1437	<a href="https://www.uaa.alaska.edu/about/administration/office-of-the-chancellor">https://www.uaa.alaska.edu/about/administration/office-of-the-chancellor</a>
Provost's Office Denise Runge, PhD Provost ADM 214	786-1921	<a href="https://www.uaa.alaska.edu/academics/office-of-academic-affairs/">https://www.uaa.alaska.edu/academics/office-of-academic-affairs/</a>
Dean of Students Office Ben Morton Dean of Students Rasmuson Hall 122	786-1214	<a href="https://www.uaa.alaska.edu/students/dean-of-students/">https://www.uaa.alaska.edu/students/dean-of-students/</a>
College of Health Dean's Office Andre B. Rosay Interim Dean PSB 205	786-4852	<a href="https://www.uaa.alaska.edu/academics/college-of-health/">https://www.uaa.alaska.edu/academics/college-of-health/</a>
School of Allied Health LeeAnne Carrothers Director AHS 148	786-6932	<a href="https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-allied-health/">https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-allied-health/</a>

## UAA RESOURCES AVAILABLE TO PTA STUDENTS

### Academic Resources

Advising	<a href="https://www.uaa.alaska.edu/academics/advising/">https://www.uaa.alaska.edu/academics/advising/</a>
Testing	<a href="https://www.uaa.alaska.edu/students/testing/">https://www.uaa.alaska.edu/students/testing/</a>
Calendars	<a href="https://www.uaa.alaska.edu/calendars/">https://www.uaa.alaska.edu/calendars/</a>
Career Development	<a href="https://www.uaa.alaska.edu/students/career">https://www.uaa.alaska.edu/students/career</a>
Catalog	<a href="https://catalog.uaa.alaska.edu/">https://catalog.uaa.alaska.edu/</a>
Consortium Library	<a href="https://consortiumlibrary.org/">https://consortiumlibrary.org/</a>
Registrar's Office	<a href="https://www.uaa.alaska.edu/students/registrar/">https://www.uaa.alaska.edu/students/registrar/</a>
Financial Aid	<a href="https://www.uaa.alaska.edu/students/financial-aid/">https://www.uaa.alaska.edu/students/financial-aid/</a>
Graduation Policies	<a href="https://www.uaa.alaska.edu/students/registrar/degree-services/index.cshtml">https://www.uaa.alaska.edu/students/registrar/degree-services/index.cshtml</a>
Learning Commons	<a href="https://www.uaa.alaska.edu/academics/community-and-technical-college/departments/learning-commons/">https://www.uaa.alaska.edu/academics/community-and-technical-college/departments/learning-commons/</a>
Multicultural Center	<a href="https://www.uaa.alaska.edu/students/multicultural/index.cshtml">https://www.uaa.alaska.edu/students/multicultural/index.cshtml</a>
Registration (UA Online)	<a href="https://www.alaska.edu/uaonline/">https://www.alaska.edu/uaonline/</a>
Student Support Services	<a href="https://www.uaa.alaska.edu/students/trio-programs/student-support-services/">https://www.uaa.alaska.edu/students/trio-programs/student-support-services/</a>

### University Resources

Native Student Services	<a href="https://www.uaa.alaska.edu/alaska-natives/">https://www.uaa.alaska.edu/alaska-natives/</a>
Bookstore	<a href="https://www.uaa.alaska.edu/about/administrative-services/departments/business-services/bookstore/">https://www.uaa.alaska.edu/about/administrative-services/departments/business-services/bookstore/</a>
Calendars	<a href="https://www.uaa.alaska.edu/calendars/">https://www.uaa.alaska.edu/calendars/</a>
Care Team	<a href="https://www.uaa.alaska.edu/students/care-team/">https://www.uaa.alaska.edu/students/care-team/</a>
Disability Support Services	<a href="https://www.uaa.alaska.edu/students/disability-support-services/">https://www.uaa.alaska.edu/students/disability-support-services/</a>
Diversity Resources	<a href="https://www.uaa.alaska.edu/diversity/">https://www.uaa.alaska.edu/diversity/</a>
Equity & Compliance	<a href="https://www.uaa.alaska.edu/about/equity-and-compliance/">https://www.uaa.alaska.edu/about/equity-and-compliance/</a>
Military & Veteran's Financial Assistance	<a href="https://www.uaa.alaska.edu/students/veterans/index.cshtml">https://www.uaa.alaska.edu/students/veterans/index.cshtml</a>
On-Campus Dining	<a href="https://www.uaa.alaska.edu/campus-life/shops-and-dining/index.cshtml">https://www.uaa.alaska.edu/campus-life/shops-and-dining/index.cshtml</a>
On-Campus Housing	<a href="https://www.uaa.alaska.edu/on-campus-living/">https://www.uaa.alaska.edu/on-campus-living/</a>
On-Campus Services	<a href="https://www.uaa.alaska.edu/students/">https://www.uaa.alaska.edu/students/</a>
Parking	<a href="https://www.uaa.alaska.edu/about/administrative-services/departments/business-services/parking/">https://www.uaa.alaska.edu/about/administrative-services/departments/business-services/parking/</a>
Psychological Services Center	<a href="https://www.uaa.alaska.edu/academics/college-of-arts-and-sciences/departments/psychology/psychological-services-center/index.cshtml">https://www.uaa.alaska.edu/academics/college-of-arts-and-sciences/departments/psychology/psychological-services-center/index.cshtml</a>
Safety Escorts	<a href="https://www.uaa.alaska.edu/about/administrative-services/departments/business-services/parking/">https://www.uaa.alaska.edu/about/administrative-services/departments/business-services/parking/</a>
Registrar	<a href="https://www.uaa.alaska.edu/students/registrar/">https://www.uaa.alaska.edu/students/registrar/</a>
Student Union	<a href="https://www.uaa.alaska.edu/students/union/">https://www.uaa.alaska.edu/students/union/</a>
Student Affairs	<a href="https://www.uaa.alaska.edu/about/student-affairs/">https://www.uaa.alaska.edu/about/student-affairs/</a>

Student Jobs	<a href="https://www.uaa.alaska.edu/students/career/on-campus-jobs.cshtml">https://www.uaa.alaska.edu/students/career/on-campus-jobs.cshtml</a>
Student Handbook	<a href="https://catalog.uaa.alaska.edu/handbook/">https://catalog.uaa.alaska.edu/handbook/</a>
Student Health and Counseling Services	<a href="https://www.uaa.alaska.edu/students/health-safety/health-counseling-center/">https://www.uaa.alaska.edu/students/health-safety/health-counseling-center/</a>
Student Life & Leadership	<a href="https://www.uaa.alaska.edu/students/engage/">https://www.uaa.alaska.edu/students/engage/</a>
Information Technology Resources	<a href="https://www.uaa.alaska.edu/about/administrative-services/departments/information-technology-services/">https://www.uaa.alaska.edu/about/administrative-services/departments/information-technology-services/</a>
University Police	<a href="https://www.uaa.alaska.edu/about/administrative-services/departments/university-police-department/">https://www.uaa.alaska.edu/about/administrative-services/departments/university-police-department/</a>
USUAA (Student Government)	<a href="https://www.uaa.alaska.edu/students/usuaa/">https://www.uaa.alaska.edu/students/usuaa/</a>
Veteran's Financial Assistance	<a href="https://www.uaa.alaska.edu/students/veterans/index.cshtml">https://www.uaa.alaska.edu/students/veterans/index.cshtml</a>
Webmail	<a href="https://www.uaa.alaska.edu/email.cshtml">https://www.uaa.alaska.edu/email.cshtml</a>

## UNIVERSITY POLICIES

### Non-Discrimination

The University of Alaska is an affirmative action/equal opportunity employer and educational institution. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at <https://www.alaska.edu/nondiscrimination>.

Direct all inquiries regarding the nondiscrimination policy to the Office of Equity and Compliance, 3211 Providence Drive, ULB Suite 108, Anchorage, AK 99508. Telephone: 907-786-4680. For more information see the complete policy at <https://www.alaska.edu/bor/policy-regulations/>.

### Harassment

UAA is committed to a safe and healthy educational and work environment in which educational programs and activities are free from discrimination on the basis of sex and gender identity. All members of the UAA community and visitors have the right to be free from all forms of gender and sex-based discrimination, including sexual violence, sexual harassment, domestic violence, dating violence and stalking. Because gender-based and sexual misconduct has a negative impact on members of our community, UAA has a zero-tolerance policy for it. Students and employees found responsible for engaging in acts of gender-based or sexual misconduct will be disciplined, which may include suspension, expulsion or termination.

Members of the UAA community and visitors are encouraged to report any incidences of gender-based or sexual misconduct, including harassment, assault, dating and/or domestic violence and stalking. To submit a report, contact [Director, Title IX Coordinator](#) at 907-786-6086, [uaa\\_titleix@alaska.edu](mailto:uaa_titleix@alaska.edu) or access the [UA Confidential Hotline](#) at 855-251-5719 to make a confidential or anonymous report. UAA does not retaliate against those who raise concerns nor will it tolerate others' retaliation against them. Please review at <https://www.uaa.alaska.edu/about/equity-and-compliance/>.

### Title IX Statement

University of Alaska Anchorage policies prohibit discrimination on the basis of race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, age, genetic information, disability and protected veteran status. Discrimination includes any form of unequal treatment such as denial of opportunities, harassment, and violence. Sex-based violence includes rape, sexual assault, unwanted touching, stalking, dating/interpersonal violence, and sexual exploitation.

If you experience discrimination, you are encouraged (but not required) to report the incident to the UAA Office of Equity and Compliance. Learn more about your rights and options at <https://www.uaa.alaska.edu/about/equity-and-compliance/> or call 907-786-0818. You also may make an anonymous report online. Students may also contact the Center for Advocacy, Relationships and Sexual Violence, a confidential resource, for advocacy and other support related to rape or power-based personal violence at [uaa\\_carsv@alaska.edu](mailto:uaa_carsv@alaska.edu) or [907-276-7273](tel:907-276-7273).



The [Office of Equity and Compliance](#) can provide assistance to students who need help with academics, housing, or other issues.

### **Free Speech and Academic Inquiry**

In the pursuit of knowledge, any member of the University community shall be free to investigate and question any fact, context, action, purpose or belief that is encountered in any discipline. Any member shall be free to articulate discoveries, opinions and judgments that are found or formed in the process. UAA enables and encourages this activity and creates a culture of inquiry that is open to the expression and debate of ideas, whether or not they are popular, judicious or refined.

The rights of free speech and peaceable assembly are fundamental to the democratic process. The University supports the rights of students of the University community to express their views and opinions on actions or ideas, to associate freely with others and to assemble peacefully. Whether expressing themselves as individuals or in organized groups, members of the University community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the University. Accordingly, the University insists that free expression not violate the rights of others. Disruption of the educational processes and functions of the University, or violation of law, would constitute such a violation.

### **Disability Statement**

UAA welcomes students with disabilities into its educational programs. If you have a disability that may affect your academic experience and are seeking accommodations, it is your responsibility to inform Disability Support Services (DSS) <https://www.uaa.alaska.edu/students/disability-support-services/> as soon as possible. They are located in Rasmuson Hall 105 and can be reached by phone at 786-4530. It is important to request accommodations early enough to give DSS adequate time to consider your request. Reasonable accommodations will be approved once students have provided appropriate documentation. Instructors should be notified as early in the semester as possible regarding the need for reasonable academic accommodation.

### **Alcohol and Other Drugs**

The misuse of alcohol and other drugs, including prescription drugs, by college students inhibits educational development and results in decreased productivity, serious health problems, and a breakdown of family structure. Repeated use of alcohol and drugs can lead to dependence. The abuse of alcohol and other drugs affects all socioeconomic groups, age levels, and the unborn.

Possession, consumption, manufacture, distribution, or being under the influence of alcoholic beverages or illegal substances on campus property, at official activities of student organizations, other activities authorized by the University, or while on student travel is prohibited, except as expressly permitted by law, Board of Regents Policy, University regulation or UAA rules and procedures. State laws shall be observed at all private and public events conducted on University property.

For more information, see the University of Alaska Anchorage Alcohol and Drug Policies <https://www.uaa.alaska.edu/students/alcohol-drugs-wellness/policies.cshtml> and also the Student Code of Conduct and Academic Integrity <https://www.uaa.alaska.edu/students/conduct/>. Several University departments and groups sponsor alcohol and drug education workshops, programs, and support services to address health risks, inform students of available options, and help students find resources.

For further information or a referral, contact UAA's Alcohol, Drug, and Wellness Education <https://www.uaa.alaska.edu/students/alcohol-drugs-wellness/> through the Dean of Students Office at 786-1511. UAA's Alcohol, Drug, and Wellness Educator conducts alcohol misuse and drug dependence screenings, meets with students to provide support, and offers consultation services for UAA employees, clubs, Greek organizations, and other departments.

- 1. Campus Alcohol Policy:** The primary objectives of UAA's policies and procedures on alcoholic beverages are to ensure responsible behavior and attitudes among all members of the University community, to educate the University community concerning the use and effects of alcoholic beverages in order to promote responsible decision making, and to help individuals experiencing difficulties associated with the use of alcohol. The chancellor or the vice chancellor for Student Affairs has the authority to approve events where alcoholic beverages may be served to individuals of legal age with positive identification. Approval to serve alcoholic beverages will be granted on designated premises for private University-sanctioned events for a limited period of time.

The sale of alcoholic beverages at University-sanctioned events on campus is not permissible and may not be approved by the chancellor. Personal consumption, possession or display of beer, wine or other alcoholic beverages is prohibited in University public places. The possession of kegs and other large quantities of alcoholic beverages will only be allowed by special permission of the chancellor. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the University will be subject to disciplinary and/or legal action. (See Chapter 5 of the University Catalog for further information.)

- 2. Residence Life Alcohol Policy:** The alcohol policy for the UAA residence halls and apartments permits some residents who are a minimum of 21 years of age to possess and consume limited quantities of alcoholic beverages in certain apartments or suites in accordance with Department of Residence Life policies. All other restrictions on personal alcohol consumption outlined under Campus Alcohol Policy and the Student Code of Conduct apply. The Residence Life policy is subject to annual review by the University administration and the Residence Hall Association (RHA).
- 3. Drug and Alcohol Counseling Resources:** <https://www.uaa.alaska.edu/students/alcohol-drugs-wellness/resources.cshtml>. Additional University information and policies, health risks, counseling resources and state of Alaska laws and penalties pertaining to alcohol and other drugs can be found in the Drug Free Schools Notification, which is available online or in hard copy from the Dean of Students Office. The National Institute on Drug Abuse Hotline (1-800-662-HELP) is an information and referral line that directs callers to treatment centers in the local community. Alcoholics Anonymous provides free services for individuals with alcohol problems and can be reached at (907) 272-2312.
- 4. Drug-Free Schools Notification:** <https://www.uaa.alaska.edu/students/drug-free-schools-notification.cshtml>. The Drug-Free Schools Notification contains UAA's alcohol and other drug policies and behavioral expectations for students and employees, disciplinary actions for violations of these policies, and resources available for assistance with alcohol and other drug issues. This notification contains physiological effects, risks and criminal penalties associated with alcohol and other drug use. Access the report online or request a copy from the UAA Dean of Students Office, Room 204 of the Student Union. Campus regulation prohibits possession, use or sale of non-prescription drugs including marijuana.

- 5. Smoke-Free Environment:** For the health and safety of our campus community, tobacco use and smoking, including the use of electronic cigarettes and similar products is prohibited on university property starting Nov. 19, 2015. In accordance with Board of Regents Policy Chapter 05.12 <https://www.alaska.edu/bor/policy/05-12.pdf> and Municipality of Anchorage ordinance AO No 2000-91(S). All UAA facilities are covered by this policy. Coverage includes facilities owned, leased or rented by the University or under control of the University, as well as all University vehicles. Violation of the smoke-free environment policy by staff, faculty or students is subject to disciplinary action. Campus buildings are posted with NO SMOKING signs, notifying all visitors of the smoke-free policy. Smoking is currently allowed in designated areas, which are 20 feet from building entryways.

### **Concealed Handguns**

The carrying of a concealed handgun is prohibited on the property of the University, in a University office or classroom in a building not on University property, or at a University-sponsored activity or meeting not on University property, provided appropriate notice is posted in the manner provided by law. This section shall not apply to a concealed handgun carried by a duly commissioned law enforcement officer in relation to the officer's law enforcement function or by a person expressly authorized by the president or appropriate chancellor in extraordinary circumstances.

### **Sex Offenses Policy**

It is the policy of UAA that the sexual assault of one member of the academic community by another will not be tolerated. This policy applies to all members of the campus community, students, faculty and staff. A complete copy of the Sex Offenses Policy can be found in the Student Handbook (<https://catalog.uaa.alaska.edu/handbook/>).

### **Student Conduct**

As with all members of the University community, the University requires students to conduct themselves honestly and responsibly and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of Conduct (the Code). Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the University or at activities authorized by the University.

Violations of the Code, which occur on property owned or controlled by the University, or at activities authorized by the University, are subject to University judicial review and disciplinary action by the University. Student behavior that, were it to occur on property owned or controlled by the University or at activities authorized by the University, would constitute a Code violation is subject to disciplinary action when the University determines that the behavior would likely have an adverse impact on the health or safety of members of the University community, regardless of where the behavior occurs.

Students who are charged with violations of local, state or federal laws may be subject to disciplinary action by the University if the offenses are also violations of the Code. University judicial procedures and disciplinary actions are independent of and may precede, follow or take place simultaneously with criminal proceedings. University actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

A student who has been charged with a violation of the Code and refuses to participate in the judicial process, or fails to complete disciplinary sanctions as assigned by the University, may be prohibited from re-enrolling in courses until the charges or sanctions are resolved to the satisfaction of the University. Disciplinary action may be initiated by the University and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code.

The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior. (R09.02.020)

### **Cheating, Plagiarism, or Other Forms of Academic Dishonesty**

Disciplinary action may be initiated by the university and disciplinary sanctions imposed against any student found responsible for committing, attempting to commit, or intentionally assisting in the commission of academic dishonesty. Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities.

The following examples constitute forms of academic dishonesty prohibited by the Student Code of Conduct and are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior:

1. presenting as their own the ideas or works of others without proper citation of sources;
2. utilizing devices not authorized by the faculty member;
3. using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
4. providing assistance without the faculty member's permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge);
5. submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;
6. acting as a substitute or utilizing a substitute;
7. deceiving faculty members or other representatives of the university to affect a grade or to gain admission to a program or course;
8. fabricating or misrepresenting data;
9. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
10. altering grade records of their own or another student's work;
11. offering a monetary payment or other remuneration in exchange for a grade; or
12. violating the ethical guidelines or professional standards of a given program.

### **Forgery, falsification, alteration or misuse of documents, funds or property:**

- a. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on University forms and documents or to any University official or before a University judicial hearing board;
- b. misuse or unauthorized use of University identification cards, keys, funds, property, equipment, supplies or resources;
- c. falsely representing oneself as an agent of the University, incurring debts or entering into contracts on behalf of the University; or

- d. trespassing or unauthorized entry into, unauthorized presence on, or use of property that is owned or controlled by the University.

**Damage or destruction of property:**

- a. damage or destruction to property owned or controlled by the University; or
- b. damage or destruction of property not owned or controlled by the University if the action constitutes a violation of the Code, e.g.,
  - i. the action occurred during an event authorized by the University;
  - ii. the student was a representative of the University, such as an athlete, and the action occurred while traveling to or from an event authorized by the University; or
  - iii. the property not owned or controlled by the University was located on University property.

**Theft of property or services:**

- a. theft or unauthorized possession or removal of University property or the property of any University member or guest that is located on property owned or controlled by the University; or
- b. theft or unauthorized use of University services or unauthorized presence at University activities without appropriate payment for admission.

**Harassment:**

- a. physical or verbal abuse;
- b. sexual harassment;
- c. intimidation; or
- d. other conduct, including hazing, that unreasonably interferes with or creates a hostile or offensive learning, living or working environment.

**Endangerment, assault or infliction of physical harm:**

- a. physical assault;
- b. sexual misconduct and assault;
- c. terrorist threats;
- d. hazing, coercion, or other activity that endangers or threatens the health or safety of any person, including oneself; or
- e. conduct that causes personal injury.

**Disruptive or obstructive actions:**

- a. obstructing or disrupting teaching, research, administration, disciplinary proceedings or other activities authorized by the University;
- b. interfering with the freedom of movement of any member or guest of the University to enter, use or leave any University facility, service or activity; or
- c. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the University.

**Misuse of firearms, explosives, weapons, dangerous devices or dangerous chemicals:**

- a. unauthorized use, possession or sale of these items on property owned or controlled by the University, except as expressly permitted by law, Regents' Policy, University regulation, or UAA rules and procedures.

**Failure to comply with University directives:**

- a. failure to comply with the directions of law enforcement officers or University officials acting in the performance of their duties;
- b. failure to identify oneself to University officials when requested; or
- c. failure to comply with disciplinary sanctions imposed by the University.

**Misuse of alcohol or other intoxicants or drugs:**

- a. use, possession, manufacture, distribution or being under the influence of alcoholic beverages on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents' Policy, University regulation or UAA rules and procedures; or
- b. use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance or intoxicant on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents Policy, University regulation or UAA rules and procedures.

**Violation of Regents' Policy, University regulation, or UAA rules and procedures**

Any other actions that result in unreasonable interference with the learning environment or the rights of others.

**Wildlife on Campus**

The main campus of UAA is situated next to a greenbelt and several small lakes. Sightings of moose, coyotes and black bears are not uncommon. People must remember that wild animals are dangerous and unpredictable. Maintain a safe distance from all wildlife and notify University Police of their presence. Feeding or harassment of any wildlife is a violation of the University Student Code of Conduct and state law. Officers will enforce these statutes and policies.

**University Student Educational Records Policy**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the University receives a request for access. A student should submit to the Office of the Registrar a written request (letter or fax) that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, registrar-designated staff shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for

amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The University also discloses information without a student's prior written consent under the FERPA exception for disclosure of information that it has designated as "directory information." See the list below of the other disclosures that the University may make without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Ave., SW**  
**Washington, DC 20202**

The following information is designated as directory information by the University:

1. Names of students
2. Dates of attendance at the University
3. Program/major field(s) of study
4. Degrees and certificates received, including dates
5. Participation in officially recognized University activities
6. Academic and co-curricular awards, honors and scholarships received and dates received
7. Weight and height of students on athletic teams
8. Students' electronic mail addresses
9. Hometown; city and state

A student may inform the Office of the Registrar in writing that he/she does not give permission for the University to release his/her directory information or may submit the request through UAOnline at <https://www.alaska.edu/uaonline/>. The request is valid until a subsequent request to release directory information is received in writing or through UAOnline. FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related

to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the University whom the University has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or other parties to whom the University has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B) (1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. comptroller general, the U. S. attorney general, the U.S. secretary of education, or state, and local educational authorities, such as a state postsecondary authority that is responsible for supervising the University's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the University, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the University's rules or policies with respect to the allegation made against him or her. §99.31(a)(14))
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance if the University determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **College of Health Latex Allergy Policy**

Latex products are common in health care environments. Some individuals are sensitive or allergic to latex, and sensitivities and allergies to latex can develop or become more serious with repeated exposure to latex.



Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life-threatening anaphylactic shock. The University of Alaska Anchorage, College of Health has established guidelines to provide information about latex exposure to College of Health program applicants, students, faculty and staff.

Latex-free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Any individual who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in any College of Health program. All such evaluations are at the individual's expense.

For all matters related to one's health, the utmost precautions should be taken by the individual to reduce the risk of exposure and allergic reactions. This may include the individual carrying an epi-pen or other precautions as advised by the individual's health care provider. It is the responsibility of the individual to understand and acknowledge the risks associated with continued exposure to latex during a clinical education and healthcare career and to regularly consult with the individual's health care provider. Individuals are expected to meet all essential requirements and technical standards of their program with or without reasonable accommodation.

In an effort to minimize the presence of latex in the College's lab facilities, UAA College of Health provides latex-free and powder-free gloves in all College lab facilities. If a clinical agency site does NOT provide latex-free gloves, the College will provide latex-free gloves for clinical use. Additionally, the College is taking the following steps to minimize latex in its lab facilities:

1. Replacement of all gloves in use by faculty and students with nitrile or vinyl gloves.
2. Maintaining an inventory of all products/equipment and supplies in learning labs and in clinical simulation labs that contain or could contain latex.
3. Purchasing latex-safe supplies and equipment whenever possible.

To request a reasonable accommodation for a disability, including a latex-related condition, students should contact UAA Disability Support Services at (907) 786-4530.

## **PTA PROGRAM GENERAL INFORMATION**

### **Faculty and Staff:**

1. **Program Director**  
Jodi Pfeiffer, PTA, MHA  
PSB 117D

[jlpfeiffer@alaska.edu](mailto:jlpfeiffer@alaska.edu)  
907-786-4769

**2. Academic Coordinator of Clinical Education**

Michelle Drucker Williams, PT, DPT  
PSB 117C  
[Mldruckerwilliams@alaska.edu](mailto:Mldruckerwilliams@alaska.edu)  
907-786-6968

**3. Support Staff**

Tabitha Drover  
PSB 146  
[tldrover@alaska.edu](mailto:tldrover@alaska.edu)  
907-786-6782

**UAA PTA Mission Statement**

The University of Alaska Anchorage Physical Therapist Assistant program exists to prepare knowledgeable, competent, and caring individuals as entry-level Physical Therapist Assistants. Graduates of the Physical Therapist Assistant Program will meet the diverse needs of patients and clients and become responsible, productive, ethical, and effective members of the health care community and society at large.

**Philosophy Statement**

UAA and the PTA program faculty are committed to a high standard of educational excellence which emphasizes learner responsibility, critical thinking, effective communication, and collaboration. We strive to educate entry-level PTA generalists who adhere to professional, ethical, and legal guidelines of the profession to serve our communities. Student education will be focused on the theory, knowledge, and application of clinical skills essential to the entry level PTA. The foundation for the education of the PTA students is based on criteria and performance expectations described in *A Normative Model of Physical Therapists Education: Version 2007* by the Commission on Accreditation in Physical Therapy Education (CAPTE) and the Minimum Required Skills of PTA Graduates at Entry-Level (BOD G11-08-09-18).

**Program Goals/Objectives**

1. The PTA program will prepare graduates to provide selected physical therapy services in an ethical, legal, safe, and effective manner under the direction and supervision of a physical therapist
  - a. Seventy five percent of graduates will pass the national physical therapist assistant licensure exam within one year of graduation, or in three or fewer attempts.
  - b. Graduates will competently and safely perform selected interventions and data collection techniques within the plan of care established by the physical therapist.
  - c. Graduates will act in a manner consistent with legal practice standards, institutional regulations and the *Standards of Ethical Conduct for the Physical Therapist Assistant*.
  - d. Graduates will work cooperatively with other members of the health care delivery team, patients and clients, and the patient/client's family and caregivers.
2. The PTA program will positively impact the regional community by providing an educational program that prepares students for employment as entry-level physical therapist assistants.

- a. Program admission and enrollment processes will support the mission of the program and reflect regional workforce needs.
  - b. Graduates will be employed in a variety of physical therapy settings.
3. The PTA program will provide students with an outstanding education experience with highly qualified faculty, appropriate and stimulating curricula, necessary resources, and outstanding clinical experiences.
    - a. The PTA program will develop and maintain highly qualified faculty to educate and evaluate students in the program.
    - b. The PTA faculty will develop and implement curricula that will adequately prepare students for clinical experiences and future employment as physical therapist assistants.
    - c. The PTA program will work with qualified clinical faculty to provide students with relevant and diverse clinical experiences.
    - d. The PTA program will work with UAA administration, admissions, library services, academic support services, and other support services to develop policies and practices and provide resources that are beneficial to the PTA students and faculty.
  4. Graduates will exhibit professional behavior in their role as responsible Physical Therapist Assistants, and adhere to appropriate ethical, legal, and regulatory standards.
  5. Graduates will demonstrate the requisite knowledge, skills and behaviors needed for the effective provision of physical therapy under the direction and supervision of the physical therapist.

### **Graduate Outcomes**

Graduates of the program will:

1. Exhibit professional behavior in their role as responsible Physical Therapist Assistants, adhering to appropriate ethical, legal, and regulatory standards.
  - a. Work in an ethical, legal, safe, and effective manner.
  - b. Understand the levels of authority and responsibility, planning, time management, supervisory process, performance evaluations, policies and procedures, fiscal considerations for physical therapy providers and consumers, and continuous quality improvement.
  - c. Practice in a manner that provides high-quality, efficient, ethical and cost-effective services based on patient goals and outcomes.
  - d. Document relevant aspects of patient treatment in a clear, concise, and timely manner, within the guidelines of the state practice act, facility, and regulatory agencies.
2. Engage in evidence-based practice, responding to the dynamics of a changing healthcare system.
  - a. Provide safe interventions that minimize risk to patients, self, and others, based on the established plan of care.
  - b. Participate in the teaching of other health care providers, patients, and families.
3. Integrate the principles of the physical, biological and behavioral sciences with the clinical practice of physical therapy.
  - a. Perform appropriate measurements within the knowledge and limits of practice, to assist the physical therapist in monitoring and modifying the plan of care.
  - b. Appropriately recognize non-verbal cues as subjective indicators of patient suitability for/response to PT interventions.
  - c. Participate in discharge planning

4. Communicate effectively and sensitively with patients, families and other members of the health care team.
  - a. Communicate regularly with the physical therapist about the patient’s progress and/or change in status.
  - b. Interact with patients and families in a manner which provides the desired psychosocial support, including the recognition of cultural and socioeconomic differences.
  - c. Demonstrate effective written, oral, and nonverbal communication with patients, their families, colleagues, health care providers, and the public that recognizes different levels of education, cultural and socioeconomic differences.

**Program Calendar**

<u>Spring Semester</u>	Units
PTA A102—Physical Therapy in Health Care	2
PTA A105—Tests and Measures	3
PTA A110—Kinesiology and Biomechanics	3
PTA A120—Rehabilitation I	3
PTA A130—PT interventions I	4
<b>Total</b>	<b>16</b>
<hr/>	
<u>Summer Semester</u>	
PTA A195—Clinical Practicum I	1
PTA A210—Therapeutic Exercise	4
PTA A220—Rehabilitation II	3
PTA A230—PT Interventions II	4
PTA A250—Neurological Interventions Across the Lifespan	3
<b>Total</b>	<b>15</b>
<hr/>	
<u>Fall Semester</u>	
PTA A292—PTA Seminar	2
PTA A295A--Clinical Practicum II	5
PTA A295B Clinical Practicum III	5
<b>Total</b>	<b>12</b>

## Estimated Program Expenses

### Prior to entering the program

	Approximate Costs
Physical Exam	Included in student fees
Drug screen	\$76
Criminal Background Check w/fingerprinting	\$100
Child Abuse Screening	Free
CPR/First Aid Training	\$250
Tetanus/Diphtheria/Pertussis	\$40
Hepatitis B Vaccination* or evidence of antibody titer	\$41 or \$10 for titer
2-step PPD for Tuberculosis	\$10
Hepatitis A	\$36.50
MMR (Measles, Mumps, Rubella)	\$66.40
Influenza	\$20
Health Insurance	Varies
Laptop or iPad with wireless	~\$500-\$700

### SPRING SEMESTER

Tuition	
Resident	\$3,030
Non-resident	\$10,725
Student Fees	\$537
Lab Fees	\$132
APTA Membership	\$90
Textbooks	\$800
Parking	\$160
APTA Spring Conference*	\$75
Nametag	\$15

### SUMMER SEMESTER

Tuition	
Resident	\$3,434
Non-resident	\$12,155
Student Fees	\$193
Lab Fees	\$133
Textbooks	\$400
Parking	\$50
Travel to clinical affiliation	Varies

### FALL SEMESTER

Tuition	
Resident	\$2,424
Non-resident	\$8,580
Student Fees	\$537
Lab Fees	\$112
Textbooks	\$100
Licensure application fee	\$345
Parking	\$25

National Licensing Exam fee	\$400
Graduation	\$90
Travel and Housing (as needed for clinical affiliations)	Varies
AKAPTA Fall Conference*	\$150
Graduation	\$90
Costs associated with obtaining licensure	\$325
1. License application fee	\$400
2. Exam registration	\$70
3. Prometrics (testing center) fee	

\*Recommended, not required

## **ACADEMIC POLICIES**

### **Academic Policy 1--Abide by the Practice Act and Standards of Ethical Conduct for the PTA**

**Policy:** Students enrolled in the UAA Physical Therapist Assistant program will abide by the Alaska Physical Therapy Practice Act (or State Practice Act governing practice at clinical affiliation site) and APTA Standards of Ethical Conduct for the Physical Therapist Assistant. Specifically, during Clinical Education Courses, PTA students will function within the scope of a Physical Therapist Assistant and will follow the law regarding supervision, delegation and utilization to the physical therapist assistant.

Students who fail to abide by the above documents may be subject to dismissal from the PTA program (see Academic Policy 7- Dismissal)

**Procedure:** Students will be educated about Physical Therapy Practice Acts and APTA Standards of Ethical Conduct for the Physical Therapist Assistant throughout the PTA curriculum. They will be provided with copies of the standards in the student handbook.

**Web links to documents are provided below:**

#### **Alaska Statutes and Regulations for Physical and Occupational Therapy**

<https://www.commerce.alaska.gov/web/cbpl/professionallicensing/physicaltherapyoccupationaltherapy.aspx>

#### **Physical Therapy Practice Acts by State:**

<http://www.apta.org/Licensure/StatePracticeActs/>

#### **Standards of Ethical Conduct for the PTA:**

<https://www.apta.org/your-practice/ethics-and-professionalism>

Students are encouraged to review the documents frequently and ask academic and clinical faculty for guidance as needed. Students will be asked to sign the Abide by the Practice Act and Ethical Standards form in the student handbook.

### **Academic Policy 2--Academic Integrity**

**Policy:** The PTA program at UAA adheres to the Student Conduct Policy (contained in the *UAA Catalog* and *Student Fact Finder*), which states: "As with all members of the University community, the University requires students to conduct themselves honestly and responsibly and to respect the rights of others." PTA faculty will reinforce academic integrity as an element of the teaching and learning process.

### **Cheating, Plagiarism, or Other Forms of Academic Dishonesty**

Disciplinary action may be initiated by the university and disciplinary sanctions imposed against any student found responsible for committing, attempting to commit, or intentionally assisting in the commission of academic dishonesty. Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities.

The following examples constitute forms of academic dishonesty prohibited by the Student Code of Conduct and are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior

- a. presenting as their own the ideas or works of others without proper citation of sources;
- b. utilizing devices not authorized by the faculty member;
- c. using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
- d. providing assistance without the faculty member's permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge);
- e. submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;
- f. acting as a substitute or utilizing a substitute;
- g. deceiving faculty members or other representatives of the university to affect a grade or to gain admission to a program or course;
- h. fabricating or misrepresenting data;
- i. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
- j. altering grade records of their own or another student's work;
- k. offering a monetary payment or other remuneration in exchange for a grade; or
- l. violating the ethical guidelines or professional standards of a given program.

**Procedure:** PTA students will abide by the guidelines for academic integrity set forth in the Student Code of Conduct. PTA course syllabi will include a statement regarding the application of academic integrity policies to that course. PTA instructors will respond to questions from students related to academic integrity. Violations of the Student Code of Conduct are subject to appeal, as outlined in BOR Policy 09.03—Student Dispute Resolution and PTA Program Policy 5—Due Process. PTA students may avail themselves of any/all applicable options for appeal outlined in this policy.

### **Academic Policy 3--Academic Interventions**

**Background:** Academic interventions are attempts to solve student problems that interfere with academic and clinical performance.

**Policy:** Faculty will advise students when academic or clinical performance is unsatisfactory.

**Procedure:** Faculty will notify students during a personal meeting and/or in writing (which includes email) when any of the following situations is observed:

1. Grades below a “C” level at midterm.
2. Frequent unsatisfactory academic achievement on exams and assignments
3. Grades that have suddenly dropped (e.g. a student who usually receives “B” or “B+” who begins to produce lower grades).
4. Cumulative GPA of 1.99 or less
5. Excessive absences/tardiness
6. Missing tests or assignments
7. Unprofessional behavior
8. Unsafe lab practices

The reason for advisement and the recommendations are documented in the student’s file in the PTA office. Students are to follow recommendations made in the advising session which may include referral for counseling or tutoring. Students may inquire regarding their clinical or academic progress at any time by scheduling an appointment with one of the PTA faculty.

#### **Academic Policy 4--Academic Progression and Retention**

**Policy:** The PTA student must demonstrate satisfactory achievement of course objectives to progress in the PTA program. A student must pass each core course with a “C” grade or better.

#### **Procedure:**

1. The APTA’s Normative Model of Physical Therapist Assistant Education, Minimal Required Skills of Physical Therapist Assistant Graduates and Entry-Level and the CAPTE Evaluative Criteria are used as references for curricular coursework design to determine standards for minimum competency.
2. Students and faculty are informed of this policy via the handbook and the PTA program web page
3. Each faculty member of the core course is responsible for determining the examination methods for determining competency.
4. Students must earn a “C” grade or better in all courses listed below to progress in the PTA program.
  - a. PTA A102--Physical Therapy in Health Care
  - b. PTA A105—Tests and Measures
  - c. PTA A110—Kinesiology and Biomechanics
  - d. PTA A120—Rehabilitation I
  - e. PTA A130—PTA Interventions I
  - f. PTA A230—PTA Interventions II
  - g. PTA A210—Therapeutic Exercise
  - h. PTA A220—Rehabilitation II
  - i. PTA A250—Neurological Interventions Across the Lifespan
  - j. PTA A292—PTA Seminar
5. Students must earn a passing grade of “P” for clinical courses listed below:
  - a. PTA A195—Clinical Practicum
  - b. PTA A295A—Clinical Practicum I
  - c. PTA A295B—Clinical Practicum II
6. Students will be encouraged to be responsible learners and to keep track of their grades and progress throughout each course.
7. Instructors will provide timely performance feedback to students via the online Blackboard course management system, return of papers, grading of tests, quizzes and assignments. The will also be able to



track the progress of laboratory skills acquisition via use of skills checks, feedback from instructors in laboratory sessions and during/after practical exams.

8. Students are required to meet with their faculty advisor at least once a semester to evaluate the student's academic standing and progression in the program. This will allow students to discuss their academic performance and find ways to improve.
9. Should a student or instructor express concern about the student's performance in a class, the advisor will meet with the student to discuss strategies the student can use to improve his/her learning. This may occur informally—students may be verbally directed to on-campus resources or be provided with suggestions about use of study groups, flash cards, audio tape lecture/labs, taking advantage of tutoring, instructor office hours, open lab hours, etc. If necessary, a more formal written will be developed with specific instructions for the student to follow. If the student reports a previously undisclosed disability that he/she believes is contributing to poor course performance, he/she will be referred to Disability Student Services.
10. A student who fails to earn a grade of "C" or better in any didactic course will be required to repeat the course. A PTA student may repeat only one core course, one time.
11. A student who fails to earn a grade of "P" in one of the clinical rotations will be required to repeat the practicum, and their progression in the program or graduation may be delayed until the student has successfully met all requirements for the practicum. Prior to completing an additional practicum, the student will meet with the ACCE and/or program director to determine a remediation plan appropriate to the competencies the student will need to demonstrate prior to passing the repeated practicum.
12. Students must pass laboratory exams in all clinical courses with a 75% or better in order to pass the course and thus progress in the program.
13. If a student earns a grade of "D," "F," or "I" in a PTA didactic course, he or she may be denied the opportunity to retake the course if the failing grade was the result of a violation of the *Standards of Ethical Conduct for the PTA* or the *U of A Code of Student Conduct*.
14. A student who earns a "D" or "F" in any **two** required core courses or in the **same** required PTA core course for a second time will be dismissed from the PTA program and counseling relative to other majors/options will be provided.
15. Special provisions will not be made by the University in scheduling PTA courses for the purpose of re-taking a course. Students re-taking a course may lose up to one year since certain courses are offered only during set semesters. During the interim, the student may withdraw from the University or remain actively enrolled.
16. When reinitiating PTA coursework, the student will re-enter under the current curricular requirements. Students may be required to repeat PTA courses or complete all written and/or practical examinations up to the point they left the curriculum, depending on the duration of the circumstances. This decision is at the discretion of the PTA faculty. In addition, scheduling in clinical courses may depend on availability of clinical space.

#### **Academic Policy 5--Advising**

**Background:** The objectives of the University's academic advising program are to help students identify and achieve their academic goals, to promote their intellectual discovery, and to encourage students to take advantage of both in- and out-of class educational opportunities in order that they become self-directed learners and decision makers. Both advisors and advisees share responsibility for making the advising relationship succeed.

**Policy:** Each PTA student is assigned a primary academic advisor. The PTA department also will monitor the progress of its students toward satisfactory completion of all program/ graduation requirements. Advisees in turn will routinely contact their advisors each semester and will assume final responsibility for successful completion of graduation requirements.

**Procedure:** An advisor (who is a core faculty member) is assigned to each student enrolled in the PTA program. The student is responsible for meeting with his/her advisor at least once a semester to evaluate the student's academic standing and progression through the PTA program. Additional meetings may be initiated by the advisor or student and scheduled at a mutually agreeable time. In addition to making documented recommendations regarding successful completion of and progression through the curriculum, the advisor may refer students to a specific faculty member or other applicable University student services.

### **Academic Policy 6--Attendance**

**Background:** Class attendance is essential to student learning. When a student accepts his/her seat in the Physical Therapist Assistant Program, he/she accepts the responsibility of attending class, laboratories and clinicals. Mastery of technical and communication skills essential to the practice of physical therapy cannot be learned solely from a book or tested completely in a written exam, nor is it possible for practical examinations to test every technical skill learned within the curriculum. There is no substitute for hands-on interaction with the course instructor(s) and fellow students.

**Policy:** Students are required to attend every class unless previously arranged with the instructor. If a student misses a class, he/she is responsible for materials presented as if he/she attended the class. Students are held responsible for using only legitimate, unavoidable reasons for requesting a make-up in the event of a missed class or evaluative event. Unexcused absences may result in a student being withdrawn from a class or receiving a failing grade. Unreasonable refusal by the faculty to accommodate an emergency absence or class absence as described below may be appealed according to the procedures outlined in Program Policy 2—Complaints.

**Procedure:** The student is responsible for achieving all competencies as required by the PTA curriculum. Students are responsible for material in the text, handouts, lectures, class discussions, lab demonstrations, and activities even if there are legitimate reasons for their absence. Planned Absences should be arranged and approved by the instructor and will be permitted for participation in official intercollegiate activities on behalf of UAA, during University closure for inclement weather and for other reasons, at the discretion of the instructor. In the case of illness or emergency, the instructor should be notified as soon as possible by phone or email.

Students who will miss a class should inform the faculty member as soon as possible and, except in unavoidable situations, at least one week in advance of a planned absence. Instructors should provide, within reason, opportunities to make up work for students who miss class for regularly scheduled University-approved intercollegiate activities and for students who miss classes for other legitimate but unavoidable reasons. In some cases, make up opportunities may not be possible, as for lectures/lab experiences that take place off-campus. Legitimate, unavoidable reasons are those such as illness, injury, family emergency, or religious observance. Requests for missing class or tests due to reasons that are based on false claims may be considered violations of the policy on Academic Integrity.

Excessive absences and/or tardiness show a lack of dependability and responsibility and will be documented in the student's record. Students who demonstrate frequent absenteeism and/or tardiness (more than three unexcused absences/class/semester, or <15 minutes tardy more than three times/course/semester) will receive counseling by faculty and assistance in devising a plan of action. Further, should a student's absence or tardiness result in evidence that the student's performance has suffered/placed them in jeopardy of failing a course, faculty will intervene according to procedures outlined in Academic Policy 4—Academic Progression and Retention. Excessive absence and/or tardiness will result in an unacceptable evaluation of professional behaviors by faculty (see Academic Policy 12—Professional Behaviors), which may ultimately result in dismissal from the PTA Program.

### **PTA Departmental Procedures:**

In the event that a student must miss a lecture, lab, or day in the clinic, the following procedure must be followed.

1. Students must call or email the instructor of the class at least one week prior to the class, lab, or clinical day to report an intended absence. The student must provide a bona fide reason for missing class, lab, or clinic, e.g., emergencies, illness. Requests for absence due to other appointments, vacation, and minor illnesses are to be granted at the discretion of the course instructor.
2. The student is responsible for making up the missed work. If the student misses a class, he/she is required to obtain the lecture notes from another student. If the student misses lab, he/she must contact the instructor to make arrangements to make-up for the lost time
3. Attendance will be taken during each lecture and lab session.
4. All absences must be justified in writing and given to the instructor within 24 hours of missing class. A note from the student's physician may be required in cases where class is missed due to illness.
5. Absences will be deemed excused or unexcused at the discretion of the instructor.
6. Consequences for unexcused absences will be at the discretion of the instructor.
7. The student is responsible for materials presented in class or lab, regardless of whether the absence was excused or unexcused.
8. No make-up exams will be allowed for unexcused missed exams. No in-class quizzes will be made up, regardless of excused/unexcused status of the absence.
9. Students who are frequently tardy or who miss class will receive counseling by faculty and assistance in devising a plan of action to reduce absenteeism.
10. If a student is unable to be present at clinical practice, it is his/her responsibility to contact both the CI and ACCE prior to the start of business.
11. For clinical rotations, absences in excess of 2 days must be made up at a time mutually agreed upon by the student and the ACCE. Unexcused absences from clinical rotations may result in failure of a practicum and/or affect progression in the program.
12. Extenuating circumstances, such as serious illness, or death or serious illness of an immediate family member (children, parents, brother, sister, or grandparents) will be discussed and a decision regarding required make-up time will be made on an individual basis.

### **Academic Policy 7--Dismissal**

**Policy:** A PTA student may be dismissed from the PTA program for failure to meet academic retention standards is found responsible for violating the Student Code of Conduct, the Alaska Practice Act (or the State Practice Act governing practice at clinical affiliation site), the Standards of Ethical Conduct for the Physical Therapist Assistant or the policy on Respect for Others' Rights (Program Policy 13).

**Dismissal for failure to meet academic retention standards:** A student who earns a "D" or "F" in any two required courses or in the **same** required PTA core course for a second time will be dismissed from the PTA major and counseling relative to other majors/options will be provided. See Academic Progression and Retention Policy (Academic Policy 4) for additional information.

**Dismissal for other reasons:** Students who fail to abide by the standards for conduct required by the clinical site, academic honesty policy, Alaska Practice Act (or the State Practice Act governing practice at clinical affiliation site) and/or violates the Standards of Ethical Behavior for the Physical Therapist Assistant may be subject to dismissal from the PTA Program.

Students who are dismissed for any reason may appeal the decision as outlined in the University Catalog, Student Handbook, and Student Fact Finder.

### **Academic Policy 8--Dispute**

**Policy:** University students have a variety of procedures available to them to process complaints or disputes about actions or inaction by members of the University community that adversely affect them. These procedures are based on BOR Chapter 09.03—Student Dispute Resolution. The process used will depend on the nature of the complaint. PTA students may use any or all of the dispute/complaint resolution processes available to all UAA students. These can be found in the Student Fact Finder: Student Rights, Freedoms and Responsibilities.

### **Academic Policy 9--Dress Code**

**Policy:** PTA students will dress appropriately in the lecture room, laboratory and the clinic to ensure safety, to maximize learning opportunities, and to meet the expectations of the patients/clients served and other members of the health care delivery team.

**Procedure:** The student will adhere to the appropriate dress code in the following settings:

**Lecture Room:** Students may dress in a semi-casual manner for lectures that are being given on campus. Students are not permitted to wear torn or tattered clothing, T-shirts with vulgarities or advertising of controlled substances, etc., short shorts, or midriff shirts in the lecture room. The exception to the above is for days in which students will have a guest lecturer and/or if they are doing a presentation in class. In these cases, dress as described below for clinic attire should be worn.

**Laboratory:** Students will dress as instructed by the laboratory instructor for lab session. Normal laboratory attire is shorts, T-shirt, socks, and athletic shoes. Because it is sometimes necessary to expose surface areas for treatment, male students may be required to remove their shirts and female students may be instructed to wear cut off (midriff) shirts, tank tops, sports bras, or halter-tops for laboratory sessions. Patient gowns are available for further draping as needed. Any student who cannot dress as described above for any reason is required to notify the lab instructor.

**Clinic:** The student must meet and abide by the dress code of the facility. The student is responsible to review the information available regarding facility dress code prior to each clinical education experience. If no information is available, the student is responsible to contact the site for clarification.

While clinical dress codes are specific to each clinical facility, students are expected to abide by several general guidelines when working with patients.

1. Wear comfortable, quiet, closed-toe non-skid shoes with low heels that meet the facility's requirements. Sandals are not appropriate in any setting.
2. The torso must be covered at all times. No half shirts or shirts that just meet the waist of the slacks.
3. Students will wear a lab coat if requested by clinic site.
4. Slacks, which allow freedom of movement, should be worn in the clinic. Tight fitting slacks, stretch pants, and skirts are not permitted. Low-waisted pants must be worn with a tucked-in long shirt to avoid showing any skin when moving/bending.
5. Students will wear the name tag provided by the PTA Program identifying them as a student at all times.
6. Ties may be worn only if they are required by the facility.
7. Hair must not be in the face or hanging where it might be bothersome to the patient. Hair longer than shoulder length must be tied back.
8. Good hygiene is a must.

9. Nails must be kept short and neat. Colored nail polish is prohibited.
10. Students should be considered conservative in the use of makeup, and wearing of perfume and cologne is strictly prohibited.
11. While a neat beard or moustache is acceptable, one to two days of facial hair growth is not.
12. A watch, preferably waterproof with a second hand or digital readout is required. Other jewelry is limited to small earrings and plain ring bands, e.g., wedding bands.
13. Visible body piercing are limited to earrings. Students will comply with their assigned facility's policy regarding the number of earrings per ear allowable. All other body jewelry must be covered. Tongue jewelry is prohibited.
14. All body art must be covered.
15. Suggestions for men include dark slacks and a collared shirt.
16. Suggestions for women include dark slacks and a conservative blouse or sweater.

### **Academic Policy 10--Grading**

**Policy:** The grading policies of the PTA Program are consistent with that of UAA, and can be found in the UAA catalog.

**Procedure:** Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement. Grades for didactic courses indicate a graduation in quality from Excellent to Failure. The PTA Program considers a grade of "C" to represent the minimal level of achievement of course objectives/competencies acceptable for a safe and effective PTA providing selected interventions under the supervision of a physical therapist.

Grade	Percentage	
A	90-100	Honor grade; indicates comprehensive mastery of required work
B	80-89	Indicates high level of performance of meeting course requirements
C	70-79	Indicates satisfactory level of performance
D/F	60-69	Indicates lowest passing grade; may not be acceptable to satisfy requirements in certain majors and in graduate programs.
F	≤ 59	Indicates failure
P		Indicates passing work
NP		Indicates work that is not passing (no credit received)

Grading criteria for each course are thoroughly described in the course syllabus. All skill checks and practical examinations must be passed to earn a "C" grade.

Successful completion of required didactic courses is defined as a grade of "C" or better, and "P" for clinical courses (See Academic Policy 4—Academic Progression and Retention). All courses in the technical portion of the PTA program must be taken for a grade. Students are notified of their progress in all PTA courses by timely return of exams, practical exams, homework, and projects.

As outlined in the Academic Policy 3 (Academic Intervention), students will be notified by faculty when conditions exist that may prevent the student from successfully advancing through the program. Students may inquire regarding their clinical or academic progress at any time by scheduling an appointment with one of the PTA faculty.

### Grading of Practical Exams:

Practical exams will be graded on criteria specific to the PTA program, specifically the criteria found on each skill scoring rubric, utilizing the following grading system. No cueing from faculty will be allowed: *Note - a 75% or better grade on each practical exam in clinical courses is required to pass the course.*

Grade	Requirements
A 100%	No errors noted. All criteria were fulfilled with the highest degree of competency and proficiency. Rationale for activity is sound. Student answers questions correctly and thoroughly without hesitation. Student adheres to all critical safety elements.
A- 95%	Student fulfills criteria with high degree of competency with minimal limitation in proficiency (i.e., may hesitate, do something out of sequence or be less than thorough in explanation to patient).
B+ 90%	Student fulfills criteria with one lapse. Student adheres to all critical safety elements.
B 85%	Student executes task with two lapses. Student adheres to all critical safety elements.
B- 80%	Student executes task with three lapses. Student adheres to all critical safety elements.
C 75%	Student executes task with four lapses. Student adheres to all critical safety elements.
F 0%	If the student demonstrates any of the following, the grade given will be F: <ul style="list-style-type: none"><li>• Student fails to correctly perform one or more of the identified critical safety elements.</li><li>• Student does not fulfill the criteria correctly and/or is unsafe in doing so.</li><li>• Student executes task with 5 or more lapses.</li><li>• Student allows the patient or self to be in danger or potential danger because of lapse in judgment.</li><li>• Student does not demonstrate good background knowledge about the activity and is unable to answer questions concerning the activity.</li></ul>

Any student action deemed unsafe by faculty during a practical exam will result in automatic failure of the practical exam. Specific critical safety elements are identified on each skill evaluation sheet and practical exam form. **No lapses are allowed on critical safety or skill elements.**

Students who receive a failing grade will be given one opportunity to remediate the score on the practical examination. The student is responsible for scheduling the make-up practical exam, and the highest grade that will be given for the make-up exam will be 75%, using the same grade guidelines.

Should the student be unsuccessful on the make-up practical, the grade of 0% will remain and he/she will receive a failing grade for that course. There will be no additional opportunities for a repeat makeup practical exam. Failing a course could result in dismissal from the PTA Program (see Academic Policies 3 and 7).

### Academic Policy 11--Laboratory Skill Competency Assessment

**Policy:** Students are provided with a Master Skills List of physical therapy interventions and data collection skills; they are responsible for demonstrating competency in each of the skills. Each student must demonstrate each skill safely and competently to an evaluator during a skill check or practical examination. If upon the first attempt the student does not demonstrate satisfactory performance, the student will be given one additional opportunity to demonstrate competency. Students must pass all skill checks and laboratory exams to pass the course.

**Procedure:** Skills checks list key criteria or steps a student is expected to demonstrate when competently performing the skill and lists critical safety elements to which the student must adhere. Revisions to the Master Skills List will be provided to students in writing. All procedural interventions and data collection skills listed on the Master Skills List will be evaluated during the course in which the procedure is taught and/or applied. The

Program uses two types of competency assessments: skill checks and practical examinations.

Skills checks assess the student's ability to perform a specific laboratory skill. The skills check form defines the minimum acceptable performance level (satisfactory) in each area. All areas must be completed and the student must adhere to all critical safety elements pertinent to the intervention to pass the skill check. Typically, points are awarded for completed skills checks and are included in calculations of the final grade. Students are required to complete skills checkoffs in specific courses and demonstrate competency through safe and effective performance of the required skill prior to participating in the examination process. Students must complete all skills checkoffs, including safety components, to be considered as possessing safe behaviors and skills in order to progress to a subsequent course or clinical rotation.

Laboratory practical examinations are used to assess a student's ability to integrate and perform several laboratory skills. Depending on the course and the scenario, practical examinations may also be used to evaluate a student's professionalism, communication, documentation, or clinical problem solving skills. The grading rubric defines the performance level required for each grade in each area. The student must score 75% or better overall and adhere to all critical safety elements (as identified on the evaluation sheet) to pass the practical. If upon the first attempt the student scores less than 75%, he/she will be given one additional opportunity to score 75% but cannot score higher than 75% on the second trial.

At the discretion of the instructor, the student may be required to re-test on selected skills or may be required to repeat the entire lab practical. The instructor will consider the learning objectives and expected level of clinical problem solving. Skills check and lab practical re-takes may be videotaped.

If a student scores less than a 75% on a portion of a practical, but scores 75% or better overall, he or she may be required to complete remediation activities at the discretion of the instructor.

### **Academic Policy 12--Professional Behaviors**

**Policy:** The process of becoming an effective physical therapist assistant involves attaining competency in professional knowledge, skill, and behavior. Ten behaviors or generic abilities have been identified by the Physical Therapy profession as those abilities which exemplify the professional behaviors valued by the physical therapy profession. These abilities are used as a guide throughout the academic and clinical phases of a physical therapist assistant's education.

The abilities, as developed by the Physical Therapy Program at the University of Wisconsin, Madison, are as follows:

1. Commitment to learning
2. Interpersonal skills
3. Communication skills
4. Effective use of time and resources
5. Use of constructive feedback
6. Problem-solving
7. Professionalism
8. Responsibility
9. Critical thinking
10. Stress management

Mastery of these behaviors facilitates the ability to:

1. Generalize from one context to another

2. Integrate information from different sources
3. Apply knowledge and skills in the practice setting
4. Synthesize cognitive, affective and psychomotor behaviors
5. Interact effectively with clients, families, the community, and other professionals.

**Procedure:** To facilitate development of competency in the ten professional behaviors, formal and informal feedback will be given to each student. The students will be instructed in the generic abilities described above as well as the criteria required to meet the various levels included therein. The formal evaluation of each student's professional behavior will be given by the academic faculty at approximately the midterm of each semester. This formal evaluation will be done in concert with the student self-assessment of their progress in meeting the behavioral criteria. It is expected that students will satisfactorily complete all **Beginning Level** behavioral criteria by the end of the first semester, and **Developing Level** behavioral criteria by the end of the second semester and **Entry Level** behavioral criteria by the end of the third semester.

If a student demonstrates behaviors inconsistent with the generic abilities, the following response will occur:

1. The student will be provided with feedback regarding perceived inappropriate behavior(s) and relevant expectations of the instructor/faculty.
2. If a change to a more appropriate behavior(s) does not occur, the student will be subject to appropriate consequences as determined by the faculty ranging from remediation to the forfeiture of the opportunity to continue on internships.

All students will read and sign the Generic Abilities and Professional Behavior expectations form during the first semester. Student and faculty signatures are also required with each subsequent semester formal evaluation/self-assessment session and prior to beginning the second year clinicals.

### **Academic Policy 13--Student Competence Prior to Clinical Assignment**

**Policy:** The PTA program ensures students are competent to perform selected data collection and intervention skills prior to the clinical assignment. Clinical sites are informed about which skills students have been determined to be safe and competent. Students are not placed in clinicals for which they do not have sufficient education.

**Procedure:** The Master Skills List details physical therapy interventions and data collection skills for which students are responsible, which course competency is assessed. Students must demonstrate competency in all required skills associated with prior and current courses during a skill check or practical exam prior to enrolling in the Clinical Practicum courses PTA A295A and PTA A295B.

The Master Skills List identifies in which course competency is assessed. The instructor of each course is responsible for ensuring each student passing the course has successfully demonstrated each skill competently. Prior to PTA A295 A and B, the student will sign-off on the Master Skills list to identify skills they are competent and safe in performing. If a student does not feel safe or competent in performing the skills, it is the responsibility of the student to contact the PTA faculty for remediation.

### **Academic Policy 14--Student Laboratory Responsibilities**

**Background:** Clinical laboratory activities are an essential part of the educational curriculum of the PTA Program. Students and faculty share responsibility for creating a safe environment that is conducive to learning.

**Policy:** Students will attend all scheduled lab sections, wear appropriate lab attire, demonstrate professional behavior, and assume responsibility for mastering skills.



**Procedure:** Attendance at all scheduled lab sessions is expected. If a student is absent for a laboratory session, he or she is responsible for contacting the instructor and is responsible for making up all work and experiences performed by the class during the laboratory session. Students will dress as instructed by the laboratory instructor for lab session. Normal laboratory attire is shorts, T-shirt, socks, and athletic shoes. Because it is sometimes necessary to expose surface areas for treatment, male students may be required to remove their shirts and female students may be instructed to wear cut off (midriff) shirts, tank tops, sports bras, or halter-tops for laboratory sessions. Patient gowns are available for further draping as needed. Any student who cannot wear this lab uniform for any reason is required to notify the lab instructor (see Academic Policy 9, Dress Code).

Treatment skills are demonstrated and practiced during lab class. Students work in pairs or small groups. Students administer skills on fellow students and allow fellow students to administer skills on him/her. Students serving as human subjects used for demonstration and practice will immediately inform the laboratory partner and/or instructor of any discomfort caused by the application of a procedure being practiced. Students practicing or demonstrating physical therapy related skills on a human subject will immediately stop the administration of a procedure upon any verbal or physical signal from the human subject or instructor, request assistance from the supervising instructor if needed, and respect the dignity of the human subjects (see Program Policy 8, Human Subject Informed Consent).

Most often, lab class does not allow adequate time for achieving competency. Students are therefore expected to practice independently and/or during supervised lab, though they may not use plugged-in equipment in the absence of a laboratory instructor. Students may practice in the lab when class is not in session and during normal work hours (M-F 8:00 – 5:00) without notifying an instructor. If students wish to practice in the lab in the evening or over the weekend, a) they must inform an instructor of their presence on campus (via text message) when they arrive and when they leave, and b) at least two students are required to be in the lab at all times. Students must notify instructors if equipment is not working/damaged/missing. Students are responsible to be sure that the laboratory is neat and clean at the end of each laboratory session.

## **PROGRAM POLICIES**

### **Program Policy 1--Clinical and Licensure Requirements**

**Policy:** Students will be notified about clearances, potential travel and health requirements for clinical education and registration/ licensure.

**Procedure:** Students will be notified of the clinical and registration/licensure requirements via the PTA Student Handbook.

### **Clinical Site Selection and Location:**

Many factors are involved when selecting appropriate clinical assignments. All students should plan on traveling outside of their geographic region for at least one of their clinical practicums. It is of utmost importance to ensure a variety of learning experiences for each student. Each student can expect at least one inpatient and one outpatient setting. Inpatient is defined as any facility where the patient resides. Outpatient is defined as any facility where the patient does not reside.

The UAA PTA Program provides the student with three general clinical experiences that will enable students to see the numbers and types of patients needed to assist them in attaining entry-level status. The ACCE, along

with input from the faculty, will assign a student to a clinical education site based on availability and the type of clinical setting needed to fulfill skill requirements and course objectives.

Students' input concerning the type of setting that interests them is welcomed, however, the ACCE and Program Director will make the ultimate decision regarding placement. Special considerations may be reviewed on a case by case basis.

UAA PTA students are not guaranteed placement in a clinical site close to their hometown. Students should plan on additional costs for travel, room and board when placed in a clinical location outside of their hometown. All additional costs are the student's responsibility.

Students will not be placed in a facility where a family member is employed. This could potentially cause a conflict of interest for the student to be assessed in an unfair manner.

Possible clearances include:

1. Physical Examination Form
2. Documentation of vaccination or evidence of adequate antibody titer for the following:
  - a. Rubella, Rubeola and Mumps
  - b. Varicella
  - c. Tetanus, Diphtheria and Pertussis
  - d. Hepatitis A and B
3. Annual Influenza vaccine
4. 2-step PPD test for tuberculosis
5. Evidence of current CPR & First Aid Certification
6. Criminal background check
7. Child abuse screening
8. Proof of negative drug screen
9. HIV Screening
10. FBI fingerprinting
11. Evidence of health insurance coverage during all clinical experiences

A history of a felony, and/or misdemeanor may preclude the student from being placed at a clinical affiliation. Students should consult the PTA Program Director prior to enrollment in the Program.

Some clinical sites require drug and alcohol screening while students are on site. Students must comply with all such requirements to remain in the program

State Boards of Physical Therapy have strict guidelines regarding a history of drug/alcohol abuse and prior criminal convictions. Students who have a history of drug/alcohol abuse or a criminal record must disclose this information when applying for licensure/registration/certification and may be deemed ineligible by the State Board of PT for licensure/registration/certification.

Students must answer the following questions as part of the licensure application:

1. Have you ever been disciplined by any state board or Physical Therapy Association concerning violation of the Physical Therapy Practice Act or unethical conduct?
2. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation,

reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending?

3. Have you ever been denied the privilege of taking an examination before any state Physical Therapy Board?
4. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including, but not limited to, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine.
5. Have you ever been convicted of a violation of any federal or state narcotic laws?
6. Have you ever had any malpractice settlements or judgments paid on your behalf?
7. Are you now or have you been in the last five years addicted to, or excessively used, or misused, alcohol, narcotics, barbiturates or habit-forming drugs?
8. Are you now or have you been in the last five years treated for bipolar disorder, schizophrenia, paranoia, psychotic disorder, substance abuse, depression (except for situational or reactive depression) or any other mental or emotional illness?
9. Do you have a physical disability which could affect your ability to practice physical therapy?

Students are asked to sign the Acknowledgement of Clinical and Licensure Requirements form.

### **Program Policy 2--Complaints**

**Policy:** To ensure the quality of the PTA program at UAA, the program will have a plan for addressing complaints submitted by students, clinicians, employers, faculty, or others regarding the program, its students, or its graduates.

#### **Procedure:**

1. The person from the PTA program receiving the complaint should first attempt to resolve the problem verbally. Failing resolution of the problem, the party registering the complaint will be required to put the complaint in writing to the Program Director or to LeeAnne Carrothers, Director, School of Allied Health should he/she have a complaint about the Program Director.
2. The PTA Program Director will contact the complainant and attempt to resolve the problem. The Program Director will then work with the parties involved to resolve the problem. Records of resolution attempts will be kept in the department complaints file.
3. If the Program Director is unable to bring resolution to the problem, then the Director of the School of Allied Health will be contacted and they will attempt to resolve the problem.
4. If no resolution can be reached, appropriate parties within the University will be engaged in resolving the conflict, up to, and potentially including a formal grievance process.

If the nature of the concern falls into the possibility of a formal complaint to the program's accrediting body, complaints should be submitted in writing to the Commission on Accreditation in Physical Therapy Education (CAPTE) and include supporting data for the complaint. CAPTE's procedure for submission of a complaint can be found on the CAPTE website: <https://www.capteonline.org/Complaints/>

### **Program Policy 3--Due Process**

**Policy:** The UAA PTA program is committed to respecting the rights and privileges of individuals associated with the educational program in regard to informed due process. The PTA program follows the policies and procedures put forth by the University that pertain to due process.

**Procedure:**

1. The PTA Program will adhere to University Policies and Dispute Procedures as found in *the Student Fact Finder* including, but not limited to:
  - a. Academic disputes (grades and other academic actions)
  - b. Conduct of another student
  - c. University judicial decisions or resulting sanctions
  - d. Sexual Harassment and sexual misconduct
  - e. Contents of student records
  - f. Academic adjustments and programmatic accommodation for students with disabilities
  - g. Student or employee discrimination
  - h. Student employment
  - i. UAA employees
  
2. The PTA Program will adhere to and uphold University Policies and Procedures related to student rights and responsibilities as found in the *Student Fact Finder* including, but not limited to:
  - a. Freedom of expression
  - b. Freedom of access
  - c. Freedom of Association
  - d. Freedom from unreasonable search/seizure
  - e. Participation in institutional government
  - f. Maintaining a positive learning environment
  - g. Children and minors on campus
  - h. Attendance
  - i. Absences
  - j. Student-initiated drop or withdrawal
  - k. Faculty-initiated drop or withdrawal
  
3. The PTA Program will adhere to and uphold University Policies and Procedures related to faculty rights and responsibilities, as found in the *University of Alaska Federation of Teachers Collective Bargaining Agreement*.
  
4. The PTA Program will adhere to and uphold the University Policies and Procedures related to Nondiscrimination and Affirmative Action as found in Board of Regents Policies P01.02.020 and at <https://www.alaska.edu/nondiscrimination/>.
  - a. It is the policy of the Board that in accordance with federal and state law, illegal discrimination against any individual because of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status, pregnancy or parenthood is prohibited. Decisions affecting individuals shall be based on the individual's qualifications, abilities and performance, as appropriate.

#### **Program Policy 4--Emergency Information**

**Policy:** The PTA Program will maintain accurate records regarding emergency information for the safety of the students.

**Procedure:** All students must complete an Emergency Information Form at orientation, which will be housed in a locked cabinet in the PTA office. Students will be asked to voluntarily supply information they wish to be included on the Emergency Information Form, including emergency contact information and any medical conditions or allergies they would like to disclose. All faculty will have access to the emergency information, which will be kept in a locked file cabinet in the PTA office. The students are responsible for providing changes in emergency information at the beginning of each semester. The form will be updated as needed.

#### **Program Policy 5--Emergency and Safety Procedures**

**Background:** An emergency is an unexpected event that requires immediate attention. Always keep calm and provide for the welfare of other persons. Emergencies can and do occur. While it is impossible to anticipate all emergencies, careful planning and preparation in advance can result in a more successful result in the event of an emergency. Safety regulations are primarily important for prevention. When emergencies do occur, the individuals involved must be able to handle the situation/s in an intelligent and calm manner. As such, orientation to campus emergency and safety procedures should be provided to all PTA students.

**Procedures:** In the event of an emergency, such as fire, severe weather, or earthquake and/or personal emergencies, the following basic emergency information is to be followed.

There is an emergency notification system in place that informs students, faculty, staff and employees of emergency events. In addition to notification via the UAA web page and on KRUA radio (88.1 FM), students are encouraged to request emergency notification via UA alerts <https://uaalert.alaska.edu/>, which can notify students via text message, email or phone call. Students are requested to fill out a PTA program emergency notification form, which will be kept in the PTA program office.

##### **1. Earthquake**

- a. Take cover in doorways\* or under desks or tables.
- b. Do not run outside.
- c. Do not use the classroom telephone to call home. Use the telephone only to report emergencies.
- d. If necessary, AFTER the earthquake, begin evacuation of the building.
- e. In the event of a major disaster the building manager will report the condition of personnel and the building to the Director. A crisis team will be formed by the director if needed.

##### **2. Bomb Threat**

- a. The building manager (Kim Heidemann) will determine:
  - i. The nature of the threat
  - ii. Where a device is supposedly planted.
  - iii. Who received the call?
  - iv. Is there a time line involved?
  - v. Is there a shooter involved? If so, turn off all cell phones and stay in "safe room" #134B until notified by Security. Do not use the desk phone to contact anyone until given clearance to do so.
- b. The building manager's duties are to:
  - i. Report the threat to Campus Security.
  - ii. Inform the Chancellor's office immediately, who may make decision to close the buildings.

- iii. Confer with Security on the advisability of evacuation.
- iv. Unless the time line is critically short, the decision to close a building and evacuate will be made by the Chancellor or his designee.
- v. Upon leaving the building, students are to assemble nearby in a safe location. Cuddy Hall is the designated location for occupants of the Professional Studies Building.
- vi. It is important that the person receiving the call be available to Security for follow-up investigation. That person should immediately write down everything they remember about the call and caller.
- vii. You may enter the building after the structure is cleared by Security.
- viii. Most bomb threats are not connected with bombings. Never assume the threat is just a prank. **Always** assume the threat is real.

### 3. Blackouts/Brownouts

- a. Remain in the building until it is determined if any decisions are made on limitations/cancellations of classes.
- b. Limit your activity in the building to insure no injuries occur.
- c. Follow the direction of the building manager and faculty.

### 4. Hazardous Material Condition

- a. Evacuate the area, the building if necessary, affected by the hazardous material.
- b. In case of injury, the department secretary will call 911, inform the dispatcher of the nature of the emergency, the building and location in the building and station a person at the entrance to the building to direct the emergency personnel to the specific location/s.

### 5. Fire

- a. The bell will sound continuously. Whenever an alarm sounds, the building must be evacuated IMMEDIATELY.
- b. In the event a fire is discovered without the sounding of an alarm, the building must be evacuated, IMMEDIATELY.
- c. The department secretary will notify the necessary campus departments.
- d. Never use the elevator during a fire.
- e. All individuals in the building are to assemble at a predetermined location: the grassy knoll in front of the west entrance of the Lucy Cuddy Hall. To the extent possible, account for all those who might have been in the building at the time of the fire.
- f. Move any injured person/s to safe areas.
- g. In the event of a brush fire in wooded areas of the campus, the department secretary will report the fire and its location to the fire department.

### 6. Elevator Emergency

- a. If personally trapped, call for assistance.
- b. If witnessing another person/s trapped, calmly assure the entrapped person/s and direct others to notify the building manager or department secretary of the situation.

### 7. Severe Weather

- a. UAA will have an email and announcement on KRUA radio 88.1 FM, as well as on the web page. Students who have signed up for UA alerts will be notified according to their stated preferences.
- b. Program administrators will be advised of a University closing.

## 8. Active Shooter on Campus

- a. Reduce Criminal Access to You
  - i. Lock and barricade doors
  - ii. Stay out of sight
  - iii. Turn off lights and pc monitors
  - iv. Close window blinds
  - v. Take cover behind heavy furniture
  - vi. Do not tie up cellular telephone circuits except to report your situation to police
  - vii. If in the PT/OT joint classroom/lab space, report to the apartment in the Professional Studies Building (PSB 134b).
- b. Call UPD at 911 and give the Emergency Dispatcher:
  - i. Your location (**2533 Providence Dr., Professional Studies Building**) and number of occupants of the room.
  - ii. Description of suspect(s)
- c. Leaving a Secure Area
  - i. A shooter will generally need to be stopped by an outside force such as University Police or APD special weapons personnel
  - ii. Consider your risks before leaving
  - iii. When in doubt, stay put and wait for instructions from emergency responders
- d. What to Expect from the Police
  - i. Police will first work to stop the shooter
  - ii. Police will then seek and evacuate any wounded victims
  - iii. Police will then contact & identify everyone in the facility, arranging for medical care, interviews, and counseling
  - iv. Evidence of criminal activity will need to be gathered

### Program Policy 6--Essential Functions for the PTA Student

**Policy:** Successful participation in the PTA Program includes the ability to perform (with or without reasonable accommodation) essential functions, which are necessary for delivery of physical therapy services in a safe, ethical and legal manner. The purpose of this document is to articulate the demands of this program in a way that will allow prospective students to compare their capabilities against these demands. Applicants should consider their ability to complete these tasks, with or without reasonable accommodation.

Reasonable accommodation refers to ways in which the University can assist students with disabilities to accomplish these tasks (for example, providing extra time to complete an examination or enhancing the sound system in a classroom).

Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that we will work with students with disabilities to determine whether there are ways that we can assist the student toward completion of the tasks.

Prospective students who indicate that they can complete these tasks, with or without reasonable accommodation, are not required to disclose the specifics of their disabilities prior to an admission decision. Prospective students who cannot complete these tasks with or without accommodations are ineligible for consideration for admission.

If admitted, a student with a disability who wishes reasonable accommodation must request it through the Disability Support Services. An offer of admission may be withdrawn if it becomes apparent that the student

cannot complete essential tasks (even with accommodation), that the accommodations needed are not reasonable and would cause undue hardship to the institution, or that fulfilling the functions would create a significant risk of harm to the health or safety of others.

<b>Skill Type</b>	<b>Essential Functions for the PTA Student</b>
<b>Motor</b>	<p>The student must possess sufficient motor capabilities in order to provide safe and effective physical therapy procedures, including the ability to:</p> <ul style="list-style-type: none"><li>• Sit or stand for up to 8 hours a day</li><li>• Assist and protect patients who are walking, exercising, or performing other activities</li><li>• Adjust, move, position, and lift patients and equipment, which involves lifting, carrying, pulling and guiding weights up to and including 100 pounds</li><li>• Perform pushing, pulling, bending, twisting, reaching, standing, kneeling, sitting, walking, and crawling</li><li>• Palpate anatomical structures and handle injured body parts without causing injury to the patient</li><li>• Give manual resistance to a patient's limbs or trunk during exercise</li><li>• Move with adequate agility and speed to ensure patient safety. Walk and balance well enough to help patients walk and transfer with or without equipment, while preventing injury to patient and oneself</li><li>• Provide cardiopulmonary resuscitation (CPR) using guidelines issued by the American Heart Association or American Red Cross</li><li>• Manipulate equipment including adjustment of dials, gauges, small nuts/bolts, and various equipment settings</li><li>• Move about in a clinical setting steadily throughout an 8-hour work day</li></ul>
<b>Observational and Sensory</b>	<p>The student must possess sufficient sensory abilities in order to competently assess and monitor patients, including:</p> <p>Sufficient <u>visual</u> ability to:</p> <ul style="list-style-type: none"><li>• Recognize and interpret facial expressions and body language</li><li>• Identify normal and abnormal postures and patterns of movement</li><li>• Read or set parameters on equipment</li><li>• Read small numbers / scales on goniometers, thermometers, sphygmomanometers, etc.</li><li>• Discriminate differences and changes in skin and soft tissue</li><li>• Recognize a patient's physiological status</li><li>• Assess a patient's environment</li></ul> <p>Sufficient <u>auditory</u> ability to:</p> <ul style="list-style-type: none"><li>• Recognize and respond to verbal communication, auditory timers and equipment alarms in an environment with a moderate level of background noise</li><li>• Effectively use devices for measurement of blood pressure, auscultation of heart and lung sounds</li></ul>
<b>Communication</b>	<p>The student must possess sufficient ability to communicate effectively and competently in the English language with others using appropriate verbal and written methods, including the ability to:</p> <ul style="list-style-type: none"><li>• Read at a level of competency that allows one to safely perform the essential functions of an assignment</li><li>• Write in a legible manner</li></ul>



<b>Skill Type</b>	<b>Essential Functions for the PTA Student</b>
	<ul style="list-style-type: none"> <li>• Present information about physical therapy procedures and services to patients, family members, and other health care professionals</li> <li>• Recognize, interpret, and respond to nonverbal behavior of self and others</li> <li>• Interpret and communicate information regarding the status, safety, and rehabilitation of patients</li> <li>• Record thoughts legibly and clearly for written assignments and tests</li> <li>• Record/document patient care notes and communications in standard medical charts in hospital/clinical settings in a timely manner and be consistent with the acceptable norms of the clinical settings.</li> </ul>
<b>Behavior</b>	<p>The student must possess sufficient ability to exercise good judgment, develop therapeutic relationships with patients and others, work in stressful situations, and tolerate close physical contact with patients and co-workers, including the ability to:</p> <ul style="list-style-type: none"> <li>• Work with multiple patients and colleagues at the same time</li> <li>• Work with others under stressful conditions</li> <li>• Recognize and respond appropriately to individuals of all ages, genders and races, and from all socioeconomic, religious, and cultural backgrounds</li> <li>• Act in the best interests of patients</li> <li>• Behave in an ethically sound, competent, compassionate and professional manner in the classroom and clinic.</li> </ul>
<b>Critical Thinking</b>	<p>The student must possess sufficient ability to comprehend and process information in a timely manner, including the ability to:</p> <ul style="list-style-type: none"> <li>• Collect and interpret data related to patients and physical therapy services</li> <li>• Prioritize multiple tasks, process information, and make decisions</li> <li>• Apply knowledge from education to the provision of physical therapy services</li> <li>• Observe, measure, and interpret normal and abnormal patient responses to physical therapy interventions, and appropriately modify treatment interventions</li> <li>• Act safely and ethically in the physical therapy lab and clinic</li> <li>• Cope with the stress of heavy workloads, demanding patients and potentially life-threatening clinical situations</li> <li>• Recognize and respond appropriately to potentially hazardous situations</li> <li>• Demonstrate the physical and emotional capacity to work a 40 hour work week while on clinical affiliation</li> </ul>

**Procedure:** Upon reviewing the Essential Functions for the PTA Student, the student will be required to complete the Essential Functions Acknowledgement Form and indicate whether or not he or she can perform the essential functions. If a student has a documented disability and will require reasonable accommodation to fulfill the requirements of the program, it is the student’s responsibility to provide written documentation of any disabilities and evidence of the need for accommodation to Disability Support Services.

Prospective students who have questions about this policy or who would like to discuss specific accommodations should make an initial inquiry with the PTA Program Director, who will route the request to Disability Support Services. The Essential Functions for the PTA Student policy as well as the associated acknowledgement form are posted on the PTA program web page and located in the *PTA Student Handbook*. Students who have concerns about the ability to perform any of the essential functions should contact the PTA Program Director and Disability Support Services.

Students with documented disabilities are entitled to reasonable accommodations under the Americans with Disabilities Act. Students who cannot meet the essential functions with reasonable accommodations will receive career counseling.

#### **Program Policy 7--Health and Liability Insurance**

**Policy:** All students in the PTA program are required to have both personal health insurance and liability insurance for the duration of the program. Students are required to show proof of health insurance coverage at the beginning of the program. Costs related to health insurance and health care costs will be borne by the student. The University purchases liability insurance for the students. Fees for this insurance are included in PTA program fees.

#### **Program Policy 8--Human Subjects Informed Consent**

**Policy:** To insure informed consent of human participants/subjects, any demonstrator associated with the UAA PTA Program (including academic or clinical faculty member and students) must explain the nature and purpose of the demonstration or study, the length of time the subject will be used, and the procedures to be used during demonstration. Any persons anticipated to view observe, or listen to either live demonstration or its' recording, or read published material regarding the study must be made known to the subject. Subjects must inform the demonstrator of any known or perceived contraindications or precautions for a treatment procedure or skill. Subjects may decline participation or request the demonstration be stopped at any time.

#### **Procedure:**

1. PTA students will receive education on the rights and responsibilities of serving as a human subject.
2. Non-students will receive education on the rights and responsibilities of serving as a human subject prior to the demonstration.
3. Subjects will be asked to sign two copies of the Informed Consent Assumption of Risk and Release form; one for the student/subject and one filed in the Therapy Programs office.
4. For each activity/demonstration in which the participant serves as a human subject:
  - a. Subjects will first receive education regarding the indications, contra-indications, and precautions associated with the procedure
  - b. Subjects must inform the demonstrator of any known or perceived contraindications or precautions for a treatment procedure or skill
  - c. The demonstrator will explain the purpose of the demonstration or study the length of time the subject will be used, and the procedures to be used during demonstration
  - d. The demonstrator will provide the subject with an opportunity to ask questions.
5. Students are advised that all skills assigned for practice are preceded by assigned readings and/or lecture presentation on the effects, indications, contraindications and precautions for each activity; by demonstration of the skills/interventions; and the initial practice of skills will be scheduled in a supervised setting.

#### **Program Policy 9--Infection Control**

**Policy:** The PTA Program students and faculty teach and adhere to guidelines for Standard Precautions and Infection Control as indicated in the Centers for Disease Control Guidelines and UAA policy regulations.

**Procedure:** Students are instructed in Infection Control and Standard Precautions as part of the PTA curriculum. Further instruction may be offered during the clinical affiliation.

1. The clinical laboratory will be kept in a neat and orderly fashion. The table tops and equipment will be cleansed with an anti-bacterial agent on a regular basis. Universal precautions as mandated by the University will be strictly adhered to in the clinical laboratory.

2. Students will follow the UAA Pathogens Policy, which can be found at:  
[http://ehsrms.uaa.alaska.edu/CMS/Policies\\_and\\_Procedures/Policies%20and%20Procedures/POL17%20BloodbornePathogens.pdf](http://ehsrms.uaa.alaska.edu/CMS/Policies_and_Procedures/Policies%20and%20Procedures/POL17%20BloodbornePathogens.pdf) .

### **Program Policy 10--Off-Campus Educational Events**

**Policy:** The PTA Program utilizes resources that are located off campus to enhance the learning experience for students. These experiences may include, but are not limited to laboratories held at outside facilities, aquatic facilities, etc.

**Procedure:** All participants in the off-campus experiences will abide by the same policies and procedures regulating on-campus events. Additionally, the participants will abide by the policies and procedures of the host institution.

1. All participants will follow the University's policies and procedures regarding blood borne pathogens and exposure to bodily fluids as outlined in the Infection Control Policy (Program Policy 9).
2. Students will abide by the Equipment Safety and Maintenance Policy (Program Policy 8) whether on-campus or off-campus. Students must receive didactic, demonstrational, and supervised experience education of any equipment to be used at the off site location.
3. While off-campus, should an emergency arise en route to the facility, students will be advised to use city emergency services for police or fire. While at the off-campus facility, students will be advised to use safety resources available through that facility.
4. Where necessary, the student may be required to sign a waiver of responsibility for injury or accident related to failure to follow institutional policies and procedures.
5. Students are responsible to provide their own transportation to/from off-campus educational events
6. Emergency medical care will be made available at or facilitated by UAA, the campus or the hosting institution. Local emergency personnel will be contacted, as deemed necessary. Expenses incurred will be the student's responsibility.
7. In the event of an emergency during the off-campus experience, the PTA program faculty and staff will provide contact information.
8. If the off-campus experience occurs at a site not holding a current clinical contract agreement with the UAA PTA program, the university will obtain a one-day accident insurance policy to cover students and faculty.

### **Program Policy 11--Orientation**

**Policy:** Orientation for PTA students occurs during the first week of enrollment in the PTA program. Students will be informed verbally and in writing about policies and procedures of the PTA program. The PTA orientation is a mandatory event for all students enrolled in the PTA Program.

**Procedure:** The *UAA PTA Student Handbook*, which contains the PTA academic/program policies and procedures, will be reviewed with all PTA students during orientation. Students will be given the opportunity to ask questions. After careful review of the *PTA Student Handbook* and its contents, the student is asked to sign the release forms contained therein. These may include, but are not limited to:

1. **Abide by the Practice Act and Standards of Ethical Conduct for the PTA Form** –this form documents the student's commitment to abide by the above documents and explains the potential consequences of violations thereof.
2. **Academic Integrity Agreement Form** – This form documents that the student understands the definition and consequences of academic misconduct.

3. **Acknowledgement of Licensure Requirements Form** – This form documents the student has been notified about requirements for licensure.
4. **Authorization to Discuss My Performance Form** – obtains the student’s permission for faculty to discuss student performance and other relevant information with other University faculty, staff and appropriate personnel
5. **Authorization to Release Name and Telephone Number Form** – This form allows the PTA program to assemble a telephone chain of student telephone numbers when cancellation of learning activities or another unexpected event occurs that necessitates the need to contact class members.
6. **Audio/Visual Consent Form** – This form is to obtain the student’s permission to take pictures of them while in the laboratory or other PTA related events. Some of these pictures may be used for recruitment or media relations.
7. **Clinical and Licensure Requirements Form**
8. **Commitment to Confidentiality Form** – This form documents the student’s agreement to protect rights of patients and other students.
9. **Emergency Information Form** – This form allows the PTA program faculty and staff to have access to emergency information for the student in the event of an emergency.
10. **Essential Functions Acknowledgement Form** – This form documents that the student understands the essential functions as necessary for a student in the Physical Therapist Assistant program and for employment as a physical therapist assistant.
11. **Human Subject Informed Consent Form** – This form documents the student’s informed consent to participate in laboratory activities and as a demonstration model in laboratory, lecture, or clinical setting and acknowledges the student’s assumption of all risks and responsibilities surrounding participation
12. **Professional Behavior Agreement Form** – This form is signed by the student as a commitment to follow *the Alaska Physical Therapy Practice Act and APTA’s Standards of Ethical Conduct for the PTA.*
13. **Statement of Student Responsibility for Specific Contraindications Form** - this form documents the student’s responsibility to inform anyone demonstrating or practicing a PT intervention of any specific contraindications that would preclude safe participation by the student.
14. **Student Handbook Acknowledgement Form** – This form acknowledges student receipt of the PTA student handbook and the information contained therein.

The student has the right to sign or not sign any of the above forms. A student who chooses not to sign any of the above forms will be counseled regarding the importance of each form. Lastly, the student is required to sign and return the form stating that he/she has received and read the PTA Student Handbook and agrees to all of the policies and procedures contained therein. The student is encouraged to ask questions about any forms or about any issues raised during orientation. He/she can be scheduled for advising if needed prior to signing any forms. Completed forms are stored in the student’s administrative file, which is kept in a locked cabinet in the PTA program office.

### **Program Policy 12--Privacy and Confidentiality**

**Policy:** The UAA Physical Therapist Assistant program ensures the protection of the rights of students, program faculty, and patients with regard to privacy and confidentiality.

#### **Procedures:**

1. The PTA program adheres to the following institutional policies as related to privacy and confidentiality:
  - a. The Family Educational Rights and Privacy Act of 1974 (BOR P09.04.)
  - b. Information Resources (BOR Chapter 02.07.)
  - c. Student Dispute Resolution (BOR Chapter 09.03.)
  - d. Public Records (BOR Chapter 06.02.)

- e. Health Insurance Portability and Accountability Act (HIPAA)
  - f. Student Rights and Responsibilities (BOR Chapter 09.02.)
  - g. Services for Students with Disabilities (BOR Chapter 09.06)
2. All PTA students will receive education regarding HIPAA Privacy rules and regulations. Students must complete and achieve a passing score on a quiz following receipt of the information. Students then sign the acknowledgement form pertaining to privacy and confidentiality, which will be kept in the PTA office with other signed forms.
  3. All faculty must complete an online FERPA training annually.
  4. Any information disclosed by a student related to an educational activity will be limited to faculty and other students. This includes but is not limited to medical conditions that constitute precautions and contraindications for lab activities.
  5. Students and faculty will maintain confidentiality in all matters pertaining to patients including those things that they see and hear.
  6. Students will sign a Release of Information Form authorizing that their names, addresses, and phone numbers may be given to classmates for notification about changes in schedules, etc., and to clinical sites prior to clinical affiliations.
  7. The University recognizes its obligation not to infringe upon the rights of members in relation to their personal papers, confidential records and effects and in all communications by mail, telephone, and other electronic means, subject only to the general law and University regulations.
  8. All PTA students are required to sign a Commitment to Confidentiality and complete HIPPA training and examination prior to clinical placement.

**Program Policy 13--Respect for Others' Rights**

**Policy:** PTA faculty and students will preserve the privacy, dignity, and safety of all persons, including patients, patients' families, students, academic and clinical faculty, practitioners, and supporting staff.

**Procedure:** The privacy of all people must always be maintained. Any personal information gained through observation, conversation or documentation is confidential and shared with appropriate clinicians, students, or faculty for teaching/learning purposes only.

The respect of all people must be preserved through courteous and polite interaction. Appropriately addressing people, maintaining commitments, and avoiding demeaning conversations regarding other individuals demonstrate respect. PTA students will clearly introduce themselves by first name and identify themselves as student physical therapist assistants during all interactions with patients, caregivers/family members, and other health care providers when in a clinical setting. The risk-free right of patients to refuse to participate in clinical education will be respected.

Dignity is preserved through respectful treatment and maintaining coverage of body parts through all treatments and demonstrations. While touching others is a fundamental part of learning for all Physical Therapist Assistant Students, it must always be done in a professional and respectful manner. Any need for palpation/touching of personal areas should be done with another professional present, thereby protecting the rights of all involved.

Students who fail to observe and protect the rights of other may be dismissed from the PTA Program (see PTA Academic Policy 7--Dismissal).

### **Program Policy 14--Withdrawal and Reinstatement**

**Policy:** Students who anticipate a need to withdraw from any required PTA course or from the PTA program are strongly advised to consult with their faculty advisor and the Program Director prior to making a final decision. This is especially critical if the student anticipates re-enrollment in the program at a future date. The advisor will assist the student to review possible alternatives to withdrawal and will work with the student to minimize potential negative consequences. Under no circumstances should a student simply exit the program without completing required paperwork and submitting a plan for returning. Should a student fail to complete withdrawal procedures, this will result in the student receiving grades of "F" in all course work, and will have a negative impact on their overall cumulative GPA.

**Procedure:** Students who wish to withdraw from the PTA program are required to submit a letter to the Program Director stating the reasons for the withdrawal (in general terms). Students who desire to re-enroll in the program for any semester after the first one, will need to submit a written request for re-enrollment for the specific course(s), as well as stating the desired semester and location for re-enrollment. This request should be submitted to a PTA Program Director. The re-enrollment request form must be filled out prior to the time a student desires any re-enrollment in the PTA program. Possible re-enrollment will only be determined if there is space available.

A student who did not pass or withdrew from a class in the PTA program will be subject to requirements and procedures stated in the Academic Progression and Retention Policy (Academic Policy 4).

### **APTA DOCUMENTS**

#### **Physical Therapist Assistant Definition and Utilization**

##### Definition

The physical therapist assistant is a technically educated health care provider who assists the physical therapist in the provision of physical therapy. The physical therapist assistant is a graduate of a physical therapist assistant associate degree program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

##### Utilization

The physical therapist is directly responsible for the actions of the physical therapist assistant related to patient/client management. The physical therapist assistant may perform selected physical therapy interventions under the direction and at least general supervision of the physical therapist. In general supervision, the physical therapist is not required to be on-site for direction and supervision, but must be available at least by telecommunications. The ability of the physical therapist assistant to perform the selected interventions as directed shall be assessed on an ongoing basis by the supervising physical therapist. The physical therapist assistant makes modifications to selected interventions either to progress the patient/client as directed by the physical therapist or to ensure patient/client safety and comfort.

The physical therapist is directly responsible for the actions of the physical therapist assistant related to patient/client management. In all practice settings, the performance of selected interventions by the physical therapist assistant must be consistent with safe and legal physical therapist practice, and shall be predicated on the following factors: complexity and acuity of the patient's/client's needs; proximity and accessibility to the physical therapist; supervision available in the event of emergencies or critical events; and type of setting in which the service is provided.

When supervising the physical therapist assistant in any off-site setting, the following requirements must be observed:

1. A physical therapist must be accessible by telecommunications to the physical therapist assistant at all times while the physical therapist assistant is treating patients/clients.
2. There must be regularly scheduled and documented conferences with the physical therapist assistant regarding patients/clients, the frequency of which is determined by the needs of the patient/client and the needs of the physical therapist assistant.
3. In those situations, in which a physical therapist assistant is involved in the care of a patient/client, a supervisory visit by the physical therapist will be made:
  - a. Upon the physical therapist assistant's request for a re-examination, when a change in the plan of care is needed, prior to any planned discharge, and in response to a change in the patient's/client's medical status.
  - b. At least once a month, or at a higher frequency when established by the physical therapist, in accordance with the needs of the patient/client.
  - c. A supervisory visit should include:
    - i. An on-site re-examination of the patient/client.
    - ii. On-site review of the plan of care with appropriate revision or termination.
    - iii. Evaluation of need and recommendation for utilization of outside resources.

### **Role of a Physical Therapist Assistant (PTA)**

<http://www.apta.org/PTACareers/RoleofaPTA/>

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

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

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

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

### **Direction and Supervision of the Physical Therapist Assistant (HOD P06-05-18-26)**

Physical therapists have a responsibility to deliver services in ways that protect the public safety and maximize the availability of their services. They do this through direct delivery of services in conjunction with responsible

utilization of physical therapist assistants who assist with selected components of intervention. The physical therapist assistant is the only individual permitted to assist a physical therapist in selected interventions under the direction and supervision of a physical therapist.

Direction and supervision are essential in the provision of quality physical therapy services. The degree of direction and supervision necessary for assuring quality physical therapy services is dependent upon many factors, including the education, experiences, and responsibilities of the parties involved, as well as the organizational structure in which the physical therapy services are provided.

Regardless of the setting in which the physical therapy service is provided, the following responsibilities must be borne solely by the physical therapist:

1. Interpretation of referrals when available.
2. Initial examination, evaluation, diagnosis, and prognosis.
3. Development or modification of a plan of care which is based on the initial examination or reexamination and which includes the physical therapy goals and outcomes.
4. Determination of when the expertise and decision-making capability of the physical therapist requires the physical therapist to personally render physical therapy interventions and when it may be appropriate to utilize the physical therapist assistant. A physical therapist shall determine the most appropriate utilization of the physical therapist assistant that provides for the delivery of service that is safe, effective, and efficient.
5. Reexamination of the patient/client in light of their goals, and revision of the plan of care when indicated.
6. Establishment of the discharge plan and documentation of discharge summary/status.
7. Oversight of all documentation for services rendered to each patient/client.

The physical therapist remains responsible for the physical therapy services provided when the physical therapist's plan of care involves the physical therapist assistant to assist with selected interventions. Regardless of the setting in which the service is provided, the determination to utilize physical therapist assistants for selected interventions requires the education, expertise, and professional judgment of a physical therapist as described by the *Standards of Practice, Guide to Professional Conduct, and Code of Ethics*.

In determining the appropriate extent of assistance from the physical therapist assistant (PTA), the physical therapist considers:

1. The PTA's education, training, experience, and skill level.
2. Patient/client criticality, acuity, stability, and complexity.
3. The predictability of the consequences.
4. The setting in which the care is being delivered.
5. Federal and state statutes.
6. Liability and risk management concerns.
7. The mission of physical therapy services for the setting.
8. The needed frequency of reexamination.

### **Distinction between the Physical Therapist and the Physical Therapist Assistant in Physical Therapy (HOD P06-01-18-19)**

The American Physical Therapy Association (APTA) is committed to promoting the physical therapist as the professional practitioner of physical therapy and promoting the physical therapist assistant as the only individual who assists the physical therapist in the provision of selected physical therapy interventions. APTA is further



committed to incorporating this concept into all Association policies, positions, and program activities, wherever applicable.

Professional: The term “professional,” when used in reference to physical therapy services, denotes the physical therapist.

Physical Therapist Assistant: The physical therapist assistant is an educated individual who works under the direction and supervision of a physical therapist. The physical therapist assistant is the only individual who assists the physical therapist in accordance with APTA’s policies and positions in the delivery of selected physical therapy interventions. The physical therapist assistant is a graduate of a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education.

Practice: The practice of physical therapy is conducted by the physical therapist.

### **Standards of Ethical Conduct for the Physical Therapist Assistant (HOD S06-09-20-18)**

#### **Preamble**

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

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

**Standard 1** – Physical therapist assistants shall respect the inherent dignity and rights of all individuals.

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

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

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

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

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

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

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

### **CRITICAL SAFETY ELEMENTS\***

Critical safety elements (CSEs) are required components of safe physical therapy intervention. Competency with CSEs indicate that a student carries out interventions in a manner that minimize risks to the patient, self, and others. To assist in the mastery of these skills, CSEs are taught in patient care courses and are carefully monitored by program faculty during all lab exams. The CSEs also serve as the core elements of safety criterion marked in red in the rubrics used to assess student performance in these lab exams. Instructors provide any additional specific CSEs that may apply to a particular skill being covered in a course/unit.

Examples of essential program CSEs, include, but are not limited to:

1. Introduces one's self as a Physical Therapist Assistant student.
2. Gains consent for assessment or treatment.
3. Follows and appropriately carries out the plan of care (POC) established by the PT, including clarification with the establishing PT, communication of patient changes.
4. Safely implements the POC based upon patient diagnosis, status and response to intervention without placing the patient in jeopardy of harm or injury.
5. Demonstrates knowledge of contraindications and precautions for specific patient diagnosis relative to the physical therapy interventions within the POC.
6. Correctly performs and/or identifies physiological measures (e.g., BP, HR, breathing rate/pattern, blood glucose levels, lab values, etc.) prior to and/or in response to activity that fall outside of parameters that allow for safe PT intervention and provides proper response and notification of the appropriate personnel.
7. Recognizes psychological/behavioral responses in patients/clients and adjusts interventions within the POC, communicates with the clinical instructor/supervising PT and/or withholds interventions.
8. Demonstrates appropriate infection control measures, to include washing hands correctly, following standard precautions, correctly setting up and using a sterile field, and donning/ doffing personal protective equipment without contaminating materials, the patient or self.
9. Uses acceptable techniques for safe handling of patients with proper body mechanics, guarding, and level of assistance; employs standard safety precautions such as locks the wheelchair prior to transferring a patient, appropriately uses a gait belt with transfers and gait training, washes hands prior to and after each patient contact, recognizes environmental hazards to safe ambulation, transfers, or other therapeutic intervention.
10. Establishes and maintains a safe working environment (e.g., monitors lines and tubes and other medical equipment, checks physical therapy equipment and assistive devices for maintenance and/or disrepair, eliminates work place hazards).
11. Requests assistance when necessary (e.g., from clinical instructor or other staff, utilizes and monitors support personnel).
12. Recognizes patient responses during therapeutic intervention that may indicate a life threatening condition (shortness of breath, chest pain, sudden dizziness, sudden dysarthria, changes in neurological function, etc.) and provide proper emergency response and notification of the PT/Physician/Nurse/EMS, as appropriate.
13. Correctly interprets weight bearing status and chooses appropriate assistive device for weight bearing status and individual patient abilities.

14. Utilizes an appropriate gait pattern and assistive device relative to patient weight bearing status and assistive device.
15. Demonstrates knowledge of facility safety policies and procedures.

**Master Skills List\*\***

Skill/Course	Date completed	Faculty Initials
<b>1. Vital Signs—PTA 105</b>		
a. Temperature		
b. Heart rate		
c. Ventilatory rate		
d. Breathing pattern		
e. Peripheral pulses		
f. ABI		
<b>2. Anthropometric Characteristics—PTA 105</b>		
g. Height		
h. Weight		
i. Girth		
j. Limb length/Leg Length Discrepancy		
<b>2. Cognitive assessment—PTA 105</b>		
a. Orientation		
b. Ability to follow commands		
c. Arousal		
d. Memory		
e. Attention		
<b>3. Muscle testing—PTA 105</b>		
a. UE		
a. LE		
b. Neck		
c. Trunk		
d. Gross		
e. Myotome test		
f. Mass		
g. Tone		
h. Length		
i. Substitution		
<b>4. Goniometry/ROM Assessment—PTA 105</b>		
a. UE		
b. LE		
c. Neck		
d. Trunk		
e. Substitution		
f. End-feel		
<b>5. Sensory Assessment—PTA 105</b>		
a. Coarse touch		
b. Light touch		

c. Cold/heat		
d. Pain		
e. Pressure		
f. Vibration		
g. Stereognosis		
h. Proprioception		
i. Peripheral nerve testing		
j. Dermatome testing		
6. Pain assessment—PTA 105		
a. Severity		
i. VAS		
ii. NRS		
iii. Faces		
b. Body chart		
c. Timing		
d. Aggravating/alleviating		
e. Location		
f. Nature/quality		
g. Onset		
h. Radiation		
i. Standardized questionnaires		
7. Gait assessment—PTA 105		
a. Phases of gait		
b. Normal / abnormal patterns		
c. Common deviations		
d. Standardized tests		
e. Assessing the need for an assistive device		
8. Balance assessment—PTA 105, PTA 250		
a. Clinical assessment		
b. Standardized tests		
c. Computerized assessment		
d. Single/Dynamic balance		
9. Therapeutic exercise—PTA 210		
a. Aerobic Capacity/Endurance Conditioning		
i. Reconditioning		
ii. Impaired balance		
iii. Training in movement efficiency and energy conservation techniques		
iv. Walking/wheelchair propulsion programs		
v. Aquatics		
vi. Strength		
vii. Flexibility		
viii. Stability		
a. Strengthening exercises		
i. Active		
ii. Active assisted		

iii. Active resisted		
iv. Isotonic		
v. Concentric		
vi. Eccentric		
vii. Isometric		
viii. Plyometrics		
10. Developmental Activities—PTA 250		
11. Neuromuscular Reeducation—PTA 210/PTA 250		
a. Biofeedback		
b. Electrical stimulation		
c. Clinical/manual		
12. Postural assessment, education—PTA 105/PTA 210		
a. Sitting		
b. Standing		
c. During Gait		
d. Ergonomics		
e. Plumb line		
13. Use of standard, programmatic and complementary exercise approaches/protocols—PTA 210		
14. Body mechanics—PTA 130		
a. Lifting		
b. Carrying		
c. Transfers		
d. Push/Pull		
15. Postural stabilization activities—PTA 210		
a. Weight-bearing		
b. Non weight-bearing		
16. Range of motion—PTA 105/PTA 130		
a. AROM		
b. AAROM		
c. PROM		
d. Mechanical stretching		
e. Passive stretching		
f. Active stretching		
g. Dynamic stretching		
17. Aseptic Techniques—PTA 130		
a. Standard Precautions		
b. Sterile Field		
c. Hand washing		
d. Personal Protective Equipment		
e. Disposal of hazardous waste		
f. Isolation Techniques		
g. Patient education		
18. Traction—PTA 130		
a. Mechanical		
i. Cervical		

ii. Lumbar		
b. Manual		
c. Home traction		
d. Self-traction techniques		
19. Standing frame—PTA 130		
20. Tilt table—PTA 130		
21. CPM for multiple joints—PTA 130		
22. Mechanical Compression—PTA 130		
23. Protective/supportive devices—PTA 130		
a. Braces		
b. Compression garments		
c. Elastic wraps		
d. Soft and rigid neck collar		
e. Slings		
f. Taping		
24. Acute care lines and tubes—PTA 120		
a. Oxygen delivery devices		
b. Pulse oximetry		
c. IVs		
d. Central lines		
e. Arterial lines		
f. PICC lines		
g. Chest tubes		
h. Indwelling/condom catheters		
i. DVT prophylaxis		
25. Gait training—PTA 130		
a. Parallel bars		
b. Canes (SPC, LBQC, SBQC)		
c. Axillary crutches		
d. Forearm crutches		
e. Hemi-walker		
f. Pick-up walker		
g. 4WW		
h. FWW		
i. Walking sticks		
j. Platform walker		
k. Body weight assisted		
l. NWB		
m. PWB		
n. TTWB		
o. 2 point gait		
p. 3 point gait		
q. 4 point gait		
r. Without assistive device		
s. Scooters		
t. Progression/selection of A.D.		

26. Wheelchairs—PTA 130		
a. Propulsion on level terrain		
b. Propulsion on uneven terrain		
c. Up/down curbs and ramps		
d. Measures for seat height, width and depth		
e. Propulsion mode		
f. Armrests		
g. Leg rests		
h. Brakes		
i. Manual		
j. Electric		
k. Features/supports		
l. Selection of cushions		
27. Bed mobility training—PTA 130		
a. Rolling right/left		
b. Supine to/from sit		
c. Prone		
d. Bridging		
e. Side lying to sit/from sit		
28. Transfers—PTA 130		
a. Sliding		
b. Standing		
c. Stand-Pivot		
d. Sliding Board		
e. One person Lift		
f. Two person lift		
g. Three-person carry		
h. Hoyer Lift		
i. Quad pivot		
j. Floor Transfers		
29. Adaptive equipment—PTA 130		
a. Reachers		
b. Raised Toilet seat		
a. Bedside commode		
30. ADL Equipment		
31. Positioning for comfort and pressure relief—PTA 130		
a. Supine		
a. Prone		
b. Sidelying		
c. Semi-prone		
d. Semi-supine		
e. Sitting		
32. Draping—PTA 130		
33. Breathing exercises—PTA 120		
a. Relaxation		
b. Thoracic expansion		

a. Incentive Spirometry		
b. Purse-lipped breathing		
c. Pacing		
d. Diaphragmatic		
<b>34. Assisted cough techniques—PTA 120</b>		
a. Manual cough		
a. Tracheal tickle		
b. Hahaha		
c. Pumping		
d. Splinted cough		
<b>35. Pulmonary Hygiene—PTA 120</b>		
a. Percussion		
b. Postural drainage		
a. Vibration/shaking		
b. Deep breathing and cough		
<b>36. Wound care—PTA 130/230</b>		
a. Monitoring skin status/Positioning for pressure relief		
a. Protective equipment		
b. Dressing application and removal		
c. Topical agents		
d. Edema management		
e. Non-sharp debridement		
f. Wound vac		
g. Specialty ointments/dressings		
<b>37. Electrical modalities—PTA 230</b>		
a. Iontophoresis patch or mechanical		
b. Phonophoresis		
c. Electrical muscle stimulation		
d. Electrical stimulation for tissue repair		
e. Functional electrical stimulation		
f. High-voltage pulsed current		
g. Neuromuscular electrical stimulation		
h. Transcutaneous electrical nerve stimulation		
i. Biofeedback		
<b>38. Thermal agents—PTA 230</b>		
a. Cold pack		
b. Ice massage		
c. Vapocoolant sprays		
d. Cryopressure garments		
e. Contrast baths		
f. Ultrasound		
g. Fluidotherapy		
h. Hydrotherapy		
i. Paraffin baths		
j. Diathermy		



k. Lasers		
l. Hot packs		
39. Environmental safety/accessibility evaluation—PTA 230		
a. Home		
b. Workplace		
c. Community		
40. Prosthetics and orthotics—PTA 230		
a. Management of residual limb		
b. AFO		
c. KAFO		
d. HKAFO		
e. Shoes/inserts/lifts		
f. Corsets		
g. Spinal orthoses		
h. BK Prosthesis		
i. AK Prosthesis		
41. Manual therapy—PTA 230		
a. Massage		
b. Soft tissue mobilization		
c. Peripheral joint mobilization		
i. Shoulder		
ii. Elbow		
iii. Wrist		
iv. Fingers		
v. Hip		
vi. Knee		
vii. Ankle		
viii. Toes		
42. PNF—PTA 250		
a. Repeated contractions		
b. Quick reversal		
c. Rhythmic stabilization		
d. Slow reversal, slow reversal-hold		
e. Rhythmic initiation		
f. Hold-relax-active motion		
g. Contract-relax		
h. Hold-relax		
i. Slow reversal-hold-relax		
j. Rhythmic rotation		
k. Diagonal patterns		
43. NDT—PTA 250		
a. Handling		
b. Key points of control		
c. Facilitation		
d. Inhibition		

**Abide by the Practice Act and Standards of Ethical Conduct for the PTA**

As a student enrolled in the UAA PTA program, I understand that I agree to abide by the **Alaska Statutes and Regulations for Physical and Occupational Therapy** (or the practice act for any state in which I am doing a clinical rotation) and by the **APTA Standards of Ethical Conduct for the Physical Therapist Assistant**. Specifically, during clinical education courses, I will function within the scope of a physical therapist assistant and I will follow the law regarding supervision, delegation and utilization to the physical therapist assistant.

I further understand that failure to abide by the requirements included in these documents may result in disciplinary action, up to and including dismissal from the PTA program.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

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

**Academic Integrity**

I have read and will abide by the PTA ACADEMIC INTEGRITY POLICY provided to me in the PTA Student Handbook, and the University website located at <https://www.uaa.alaska.edu/students/conduct/academic-integrity.cshtml>.

I understand that academic sanctions for a breach of academic integrity ranging from a warning to dismissal from the PTA program.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

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

**Acknowledgement of Clinical and Licensure Requirements**

As a student in the UAA PTA program, I acknowledge receipt and understanding of the Clinical and Alaska Licensure Application Requirements. I further understand that failure to pass any of the tests or “yes” answers on the licensure application may preclude my ability to be placed on a clinical affiliation and/or be eligible for licensure.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date

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

**Authorization to Discuss My Performance**

I authorize the Physical Therapist Assistant faculty to discuss my performance and other relevant information with other University faculty, staff and appropriate personnel should the need arise.

\_\_\_\_\_  
Printed Name of Student Date

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

**Authorization to Release Name and Telephone Number**

I authorize the Physical Therapist Assistant Program Director to release my name and telephone number to fellow students in the PTA program for the purpose of notification regarding a school matter, such as in the event of cancellation of learning activities or if a fellow student needs to contact me. I also agree to participate in the notification system, also termed the telephone chain.

\_\_\_\_\_  
Printed Name of Student Date

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

The telephone number I wish to have placed on the telephone chain is: \_\_\_\_\_

**Audio/Visual Consent**

Informed Consent Form to authorize participation in demonstrations and studies and to recorded or filmed by Audio and/or Visual Equipment (See policy and procedure listed under Informed Consent).

I agree to participate in demonstrations and studies consistent with the Human Participant/Subject Informed Consent Policy. I have previously signed the Human Subject/Participant Informed Consent/Assumption of Risk and Release form. Consistent with my agreement to participate in demonstrations and studies, I understand that I may be the subject of audio and visual recordings. Equipment for recording will be fully exposed and may include: audio tape recorder, photography/ transparency/slide camera, and audio visual camera recorder.

\_\_\_\_\_  
Printed Name of Student/Subject/Parent Date

\_\_\_\_\_  
Signature of Student/Subject/Parent

**Commitment to Confidentiality**

I have read and agree to abide by the PTA program Privacy and Confidentiality Policy, provided to me in the PTA Student Handbook. I agree to keep all personally identifying information about patients confidential. I have received and will adhere to requirements of the Health Insurance Portability and Accountability Act (HIPAA), and agree to keep all information disclosed to me about patients or students encountered in relation to an educational activity confidential.

\_\_\_\_\_  
Printed Name of Student Date

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

**Emergency Information**

I authorize UAA to contact the following individual(s) in the case of an emergency.

This information will be housed in a locked file cabinet in the PTA office. I acknowledge I am responsible for providing changes in emergency information as needed.

Contact Information

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

Address: \_\_\_\_\_

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

Alternate Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Alternate Phone: \_\_\_\_\_

I am volunteering to disclose the following information about personal medical conditions and/or allergies to Program faculty:

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

\_\_\_\_\_  
Printed Name of Student Date

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

**Student Informed Consent**

As a student enrolled in the UAA Physical Therapist Assistant Program, I understand that participation will include academic, laboratory and clinical work performed in the classroom, laboratory, hospitals, and other clinical facilities with direct care or exposure to clients with a variety of illnesses. These experiences may include the handling of and/or contact with human bodily fluids and tissues with possible exposure to disease-carrying microorganisms.

I also understand that I will be asked to participate in the practice of skills in the following capacities:

1. as a patient/subject for a class demonstration
2. as a patient/subject for the practice of the skills by my classmate/laboratory partner
3. as the caregiver practicing skills and administering treatment to a classmate/lab partner

I understand that each skill that is demonstrated for students or assigned for practice by students will be preceded by readings or lecture presentation on the effects, indications, contraindications and precautions for each activity. Each skill that is practiced by the student is preceded by faculty demonstration of the skill. I also understand that the initial practice of skills will be scheduled in a supervised setting. It is my responsibility to disclose any/all contraindications or adverse effects to the procedures being performed.

In consideration of being permitted to participate in these learning activities at the UAA, I do agree to assume all the risks and responsibilities surrounding my participation in such activities. Moreover, I agree to defend, hold harmless, indemnify and release and forever discharge the UAA from any and all claims on account of damage to personal property or personal injury or disease which may result from my participation at the UAA.

---

Printed Name of Student \_\_\_\_\_ Date \_\_\_\_\_

---

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

**Professional Behaviors Agreement**

As a student enrolled in the UAA PTA program, I acknowledge receipt and understanding of Academic Policy 12—Professional Behaviors.

I further understand that failure to abide by the requirements included in these documents may result in disciplinary action, up to and including dismissal from the PTA program.

---

Printed Name of Student \_\_\_\_\_ Date \_\_\_\_\_

---

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

**University of Alaska Anchorage  
College of Health - Skills Labs and Clinical Simulation Labs  
Latex Exposure Acknowledgement**

I understand that the College, including its skills and clinical simulation labs, is not a latex-free environment and therefore the risk of exposure to latex cannot be eliminated. I also understand the College of Health cannot guarantee a latex-free environment for clinical experiences. I further understand that by participating in a College of Health clinical program I may be exposed to latex, which may result in the development of a latex allergy or the worsening of a preexisting condition that could lead to potentially life-threatening symptoms.

I understand that:

- It is my responsibility to be aware of potential exposure to latex in my learning environment and to avoid or minimize such exposure;
- It is my responsibility to notify Disability Support Services if I need a reasonable accommodation to participate in this program or the educational opportunities at UAA;
- It is my responsibility to follow up with my health care provider/allergy specialist for services related to my latex allergy and follow their recommendations;
- It is my responsibility to assume any costs related to latex allergy screening and treatment.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature if student is under 18 years old

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature if student is under 18 years old

\_\_\_\_\_  
Date

Copy: student, file

## Student Handbook Acknowledgement

This page is to be signed by the student and retained after receiving and reading this PTA Student Handbook. An identical signed copy is in the student file.

Policies and procedures regarding clinical education courses are published in the Clinical Education Handbook.

The PTA Student Handbook refers to information in the *UAA Catalog* (<http://catalog.uaa.alaska.edu/>), the UAA Board of Regents' Policies and University Regulations (<https://www.alaska.edu/bor/policy-regulations/>), and the *Student Code of Conduct* (<https://www.uaa.alaska.edu/students/conduct/>).

I realize it is my responsibility to read the above-mentioned University documents and the PTA Student Handbook and clarify any questions or concerns with the PTA Program Director within one week from this date.

My signature indicates that I have read and I agree to adhere to the requirements as stated in the policies and procedures published in the UAA PTA Student Handbook, UAA Board of Regents' Policies and University Regulations, and the Student Code of Conduct.

---

Printed Name of Student

---

Date

---

Student Signature