

*Represented by my signature below, I acknowledge that I have access to the 2025-2026 Lackawanna College PTA Student Handbook. I further acknowledge that I have access to the current Lackawanna College Student Handbook. My signature represents an understanding of the policies, procedures, and contents of these documents.*

X  
Signature

X  
Printed name

X  
Date

X  
Witness

*\*\*Please upload to EXXAT*

# **Physical Therapist Assistant Program Handbook 2025-2026**

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## Introduction

This manual is designed to inform the Physical Therapist Assistant (PTA) student, adjunct, and all core faculty of the policies and procedures of Lackawanna College's (LC) PTA Education Program. The rules of the LC PTA program must be followed by all students accepted into the program as well as faculty serving within this program. This handbook is intended to ensure the student's operational efficiency and safety while in the didactic and clinical components of the program. To achieve these goals each PTA student must become thoroughly familiar with the policies listed. All concerns and discrepancies should be brought forth to the Director of the PTA program.

The quality of the education in the LC PTA program will be positively influenced by the concentrated effort that you put into your work, both clinically and academically. This is your guide for all experiences within the PTA program including both the academic and clinical components. In addition, the PTA student is required to follow the policies and procedures set forth in the *Lackawanna College Student Handbook*, of the Division of Health Sciences, of the college at large, and at the individual affiliated clinical sites.

## About Lackawanna College

Lackawanna College is a private, accredited college serving the people of Northeastern Pennsylvania. Our main campus is located in downtown Scranton, and our footprint includes satellite centers in Covington Twp., Hawley, Hazleton, Sunbury, Towanda and Tunkhannock.

Our curriculum provides students with a direct path to a bachelor's degree, associate degree, or one of many different professional certifications. Additionally, our Continuing Education department helps put the people of Northeastern Pennsylvania back to work with modern career skills.

Lackawanna is also one of the most cost-efficient regional higher education institutions.

From our roots as the Scranton Business College in 1894 to our online degree options, Lackawanna College has always responded to our students' needs as they work towards a life-changing degree.

## Lackawanna College Accreditation

Lackawanna College is approved by the Pennsylvania State Department of Education to grant bachelor's degrees, associate degrees, and professional certificates and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, which is designated as a National Accrediting Agency by the U.S. Office of Education.

## Lackawanna College Mission and Goals

**Mission:** Lackawanna College's mission is to provide a quality education to all persons who seek to improve their lives and better the communities in which they live.

**Vision:** The College's vision is to be the nationally recognized, premier open-enrollment college of choice.

## Division of Health Sciences within Lackawanna College

Aligned with the mission of Lackawanna College, the mission of the Division of Health Sciences is to facilitate integrative healthcare to better serve the community through high ethical standards and excellent, affordable education.

*If questions arise pertaining to the Division of Health Sciences within Lackawanna College, please feel free to*

contact Associate Vice President of Academic Affairs/Dean of Health Sciences , Kelly A. Musti, PT, DPT ([mustik@lackawanna.edu](mailto:mustik@lackawanna.edu)).

## **PTA Program Accreditation Status**

The Physical Therapist Assistant program at Lackawanna College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 570-504-1497 or email [murraym@lackawanna.edu](mailto:murraym@lackawanna.edu).

## **Lackawanna College PTA Program Mission Statement**

The mission of the Physical Therapist Assistant Program at Lackawanna College is to facilitate the preparation of individuals as entry level, Associate in Science-degree earning physical therapist assistants. These individuals will be compassionate and caring lifelong learners who will provide evidence based ethical treatment to assist the physical therapist in the rehabilitation of all individuals in their care. The program will strive to provide students with an educational setting allowing for academic excellence, the development of hands-on skills, and growth into well-rounded clinicians who give back to the community.

## **Lackawanna PTA Program Goals with Supporting Expected Outcomes**

### **Program Goals:**

1. The program will accept a group of highly qualified students for each cohort utilizing a holistic admissions process.
2. The program will provide resources, support, and opportunities for educational, professional and personal growth to enhance the practice of physical therapy.
  - a. Outcomes- Program
    - i. 100% of assessments related to program resources report resources as adequate (average 3/5 or greater on Likert scale)
    - ii. 100% of students will participate in IPE during the didactic and clinical portions of the program
    - iii. 100% of current clinical contracted sites will receive a newsletter at least twice a year outlining programmatic updates, relevant research topics, and APTA news.
    - iv. The program will admit 18 highly qualified students each fall and will have a retention rate of 75% or higher for each academic semester per cohort.

### **Student/Graduate Goals:**

1. Students and graduates will demonstrate behaviors, knowledge application, and critical thinking skills at the expected levels during the didactic and clinical portions of the curriculum.
2. Graduates will be successful in obtaining employment as licensed/certified PTAs who are prepared to assist the physical therapist in the rehabilitation of all individuals in their care.
3. Students and graduates will provide evidence-based treatment to all patients utilizing ethical principles of care.
  - a. Outcomes- Student
    - i. 100% of students will receive an average of >/=77% on all professionalism rubrics each semester.

- ii. 100% of course objectives will be met/achieved within the didactic curriculum at >/=77% as evidenced by the SLOs/objective assessment tracking form.
- iii. Students will score at or above the designated benchmark on all areas of the clinical grading tool (or associated success plan) at the conclusion of each clinical experience.
- iv. Students will receive an average of 3/5 or greater on a Likert scale for all surveys/assessments related to professional behaviors
- v. >90% of program graduates who successfully pass the NPTE and are actively pursuing employment will obtain part-time or full-time employment in the physical therapy field within six months of graduation.
- vi. 100% of students will achieve the required GPA and individual course grades for all courses in the PTA curriculum

**Faculty Goal:**

- 1. The core faculty will maintain contemporary expertise to best model lifelong learning.
  - a. Outcome- Faculty
    - i. 100% of the core faculty will maintain contemporary expertise with clinical practice or by attending/ c o m p l e t i n g continuing education courses.

**Lackawanna College PTA Program Objectives**

The PTA program's educational principles are consistent with curriculum content and expectations as set forth by the Commission on Accreditation in Physical Therapy Education (CAPTE) related to expectations for an Entry Level PTA.

Lackawanna College's PTA Program is designed to prepare graduates who:

- 1. Apply knowledge of basic and evidence-based PT sciences to the application and appropriate modification of selected PT procedures.
- 2. Interact with patients, the patient's family members or caregivers, colleagues, and the public in a manner that reflects appreciation of the worth of an individual and an understanding of the psychological and social effects of illness and injury.
- 3. Demonstrate appropriate and effective written, oral and non-verbal communication with patients, the patient's family or caregivers, colleagues, and the public.
- 4. Recognize their own strengths and limitations, interpret for others their scope and function, and understand the need for continued lifelong education and growth.
- 5. Always demonstrate a commitment to safe, ethical and legal practice.
- 6. Define basic concepts of healthcare and the mechanics of providing health care services.
- 7. Will sit for the National Licensing Examination upon completion of all graduation requirements as set by the institution.
- 8. Achieve status of Licensed PTA, and skill level of an entry level PTA.

**Costs, Fees, Scholarships and Aid**

**PTA Program Costs / Tuition**

Any student accepted within the PTA program at Lackawanna College will be responsible for all tuition and fees needed to complete the entirety of this program including, but not limited to: fees for credits taken, additional books and supplies, costs of appropriate clinical attire, travel expenses for attending clinical sites,

transportation costs while commuting to school, and other costs related to the program.

Should you have specific questions regarding your tuition or fees, it is advised that you contact the Business office at (570) 961-7834. The most current listing of costs related to attending can be found here: <https://www.lackawanna.edu/admissions/tuition-fees/>

There are additional costs in the PTA program beyond the tuition at Lackawanna College. These costs may include but are not necessarily limited to:

- Exxat requirements
- Health examination, tests and immunization
- Personal health insurance
- Child abuse clearance
- Pennsylvania State Police Criminal Offense Check
- Federal background check
- Any additional requirements as set forth by the Clinical Education Site
- Binders, and other personal school supplies
- Textbooks
- APTA membership-REQUIRED
- Personal transportation costs to Lackawanna College for classes
- Transportation cost to clinical sites
- CPR certification
- Professional style clothing
- Name Tag (fee if lost)
- Drug testing (10 panel)
- Respondus Lockdown Browser membership
- Personal computing device with webcam

PTA Students should work with Student Financial Services in advance to make all payments to the institution prior to engaging in didactic or clinical work. *Students are financially responsible for all costs associated with the program.* The PTA program strongly urges all students to meet regularly with a financial advisor.

### **Student Health Insurance:**

The PTA Program requires students to present evidence of current health insurance. Proof of this must be uploaded into Exxat and approved by the designated programmatic due date and time. This requirement is necessary in order to maintain compliance with programmatic policies and clinical agreements established with many of the clinical facilities associated with the clinical education component of our program.

Evidence of current health insurance, via a copy of the front and back of the health insurance card, must be uploaded to EXXAT. Students are required to notify the ACCE if their health insurance coverage changes and upload appropriate documentation of same.

### **Student Financial Obligations for Clinical Expenses**

Clinical experiences support the didactic and laboratory educational component of the PTA Program at Lackawanna College. Inherent within these clinical experiences are financial requirements that may vary between clinical placements. The three clinical rotations scheduled within the program carry the following credit values: Clinical Education I: 3 credits; Clinical Education II: 5 credits; Clinical Education III: 6 credits. Students are wholly responsible for the financial requirement of these credits, just as they are for any other

credit-bearing course. Students should be aware of total credit loads for each of these semesters and plan appropriately for the cost and presence and/or absence of financial aid.

Students are financially responsible for all expenses related to each clinical affiliation. These may include, but are not limited to: gas, housing, meals and dress code requirements. Additionally, students are required to complete all Exxat requirements at their cost and these must be uploaded to Exxat by the programmatic deadline.

## **Financial Aid**

Financial aid is a necessity for almost everyone attending college today, and the Office of Student Financial Services at Lackawanna College is sensitive to the challenges students and families face in paying for their studies.

Nearly 95% of the Lackawanna student body receives some form of financial aid. Each student's financial situation is individually assessed after a thorough review of their submitted financial information. In order to begin the financial aid application process, the federal government requires you to complete the Free Application for Federal Student Aid (**Lackawanna College School Code: 003283**).

Additional data is available online at [www.studentaid.ed.gov](http://www.studentaid.ed.gov). or [www.fafsa.gov](http://www.fafsa.gov).

**For information related to financial aid contact the Financial Aid Office at:**

Office of Financial Aid (Angeli Hall)

Suite 114, 501 Vine Street, Scranton Pa 18509 Hours: Monday through Friday 8:00AM - 4:00PM.

Phone: 570.961.7859

Email: [financialservices@lackawanna.edu](mailto:financialservices@lackawanna.edu)

**Scholarships:** The most up to date information regarding scholarship opportunities can be found at:

<https://www.lackawanna.edu/offices-and-departments/financial-aid/scholarships/>

*Other Information/Links regarding financial aid can be found on LC's main web site at:*

*https://www.lackawanna.edu/offices-and-departments/financial-aid/and the  
Lackawanna College Student Handbook.*

## **Student Health Services**

College's student health services are provided by the Scranton Primary Health Care Center at 959 Wyoming Ave., Scranton. For more information, call (570) 344-9684 or (570) 969-9662, or visit [scrantonprimary.org](http://scrantonprimary.org).

**Student health insurance will be used to cover cost of service.**

## **Student Wellness Program**

(570) 955-1478

[studentwellness@lackawanna.edu](mailto:studentwellness@lackawanna.edu)

Students can gain access to local resources in order to overcome a number of issues including relationship concerns, anxiety, depression, identity issues, stress management, substance abuse, and more. All Student Wellness Program services are free and confidential for Lackawanna College students. Situations of a serious nature are referred out to community agencies or local hospitals with the support and assistance from the Student Wellness Program. Emergency and crisis consultation is also available.<https://www.lackawanna.edu/offices-and-departments/campus-life/student-wellness/>

## **Career Development**

Lackawanna College Career Services is a full-service career center that helps students and alumni plan for and find rewarding careers and internships. <https://www.lackawanna.edu/offices-and-departments/campus-life/career-services/>

## Alumni Benefits & Resources

The Lackawanna College Alumni Relations Office aims to establish lifelong relationships with Lackawanna Alumni to create a foundation for continued professional and personal growth. We continually strive to provide new, exciting and innovative events and services. <https://www.lackawanna.edu/offices-and-departments/alumni-friends/>

## Disability Statement

Lackawanna College is an Affirmative Action, Equal Employment Opportunity institution. Students with disabilities and other needs should feel free to contact the instructor privately if there are services and adaptations which can be made to accommodate specific needs. Students who are having difficulties with class material are **strongly** advised to seek assistance in the Writing Center and/or Math Center. If you feel that you have a disability that has not been formally documented, you may contact Mrs. Christine Kiehart ([kiehartc@lackawanna.edu](mailto:kiehartc@lackawanna.edu)) in the Disability Services office in 110E Angeli Hall to discuss your options. **Please note that disability services do not include exemption from participation requirements in courses considered part of the School of Distance Education, including online and hybrid courses.**

*\*Please Note: The granting of accommodations by Lackawanna College in no way guarantees that accommodations will be granted by outside entities (rotation sites, testing boards, etc.) and it will be the responsibility of the student to request and discuss the possibility of these accommodations with their Program Director and Clinical Coordinator or Fieldwork Coordinator.*

## Policy on Nondiscrimination

Lackawanna College is committed to providing a welcoming environment for all members of our community and to ensuring that all educational and employment decisions are based on individuals' abilities and qualifications. Lackawanna College does not discriminate in its educational programs, employment, admissions or any activities on the basis of race, color, religion or creed, national or ethnic origin, age, disability, pregnancy, sex/gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, genetic information, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

Consistent with this principle, Lackawanna College will comply with state and federal laws such as the Pennsylvania Human Relations Act or other applicable state law, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Ethnic Intimidation Act of 1982 (P.L. 537-154) and other laws that prohibit discrimination.

As a recipient of federal financial assistance for education activities, Lackawanna College complies with Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of the categories stated above, including in admissions and employment. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and this Policy.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the College community whose acts deny, deprive, or limit the educational or employment access, benefits and/or opportunities of any member of the College community, guest or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the College's policy on nondiscrimination.

When brought to the attention of the College, any such discrimination will be promptly and fairly addressed and remedied by the College according to the appropriate grievance process described below.

## **Title IX**

### **Sex Discrimination Reporting, Support, and Response**

Lackawanna College is committed to creating a learning environment free from sex discrimination including, but not limited to, sex-based harassment; domestic and dating violence; sexual assault; stalking; and discrimination or harassment on the basis of pregnancy or a related condition, sexual orientation, or gender identity, in accordance with Title IX of the Education Amendments of 1972.

Lackawanna College designates all faculty, staff and administrators as Mandated Reporters, unless specifically identified otherwise by policy. Under Lackawanna College's Title IX policy, all Mandatory Reporters must report all disclosures of sex discrimination, including those made in relation to an assignment and/or educational prompt, to the Title IX Coordinator for Lackawanna College. The Title IX Coordinator will reach out to the individual(s) reported to have experienced the discriminatory conduct to provide resources, support, and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

If you have (or someone you know has) experienced any form of sex discrimination and wish to speak with someone confidentially, please contact: [Title IX Resources \(Confidential Resources\)](#)

URL: [https://www.lackawanna.edu/wp-content/uploads/2024/08/TIXresourceList\\_2425.pdf](https://www.lackawanna.edu/wp-content/uploads/2024/08/TIXresourceList_2425.pdf)

For more information regarding Lackawanna College's Title IX procedures, reporting, or support measures, please visit [Title IX Webpage](#)

URL: <https://www.lackawanna.edu/offices-and-departments/campus-life/title-ix/>

### **Pregnancy and Related Conditions**

Lackawanna College does not discriminate on the basis of pregnancy or related conditions in its education program or activities. Students who are pregnant or who are experiencing related conditions are encouraged to contact Lackawanna College Title IX Coordinator to learn about their rights and resources available to support their academic success or to report discriminatory or harassing conduct on the basis of their pregnancy or related condition.

Names and campus offices of these contacts can be found at: [Title IX Contacts](#)

URL: <https://www.lackawanna.edu/offices-and-departments/campus-life/title-ix/>

Reports and inquiries can be directed to: [TitleIX@Lackawanna.edu](mailto:TitleIX@Lackawanna.edu) or reported anonymously using the Guardian/Rave app at: [Guardian/Rave app](#)

URL: <https://www.ravemobilesafety.com/rave-guardian-app/>

### **Lackawanna College Title IX Coordinator:**

Kelly Schneider, Esq.

237 Healey Hall

[Schneiderk@Lackawanna.edu](mailto:Schneiderk@Lackawanna.edu)

(570) 961-7890

## **Affirmative Action**

Equal Opportunity and Affirmative Action inquiries should be made to [affirmativeaction@lackawanna.edu](mailto:affirmativeaction@lackawanna.edu).

## **Directory Information**

Lackawanna College hereby designates the following categories of student information as public or "Directory Information". Such information may be disclosed by the institution for any purpose, at its discretion.

Category I : Name, address, email address, telephone number, dates of attendance, class, photographic view

or electronic images, when such images are taken and utilized within the framework of college business.

Category II: Previous institution(s) attended, major field of study, awards, Honors, degree(s) conferred (including dates).

If you do not want this information disclosed, please find the information to prevent this on the Portal.

## **Student Records**

The College will not disclose any identifiable information from the student educational records without written consent from the student. Some exceptions include the issuances of a subpoena, Veterans Administration, school officials and professional employees within the college that have a legitimate educational interest, outside agencies acting on behalf of the institution, and in an emergency situation to act on behalf of the student's health and safety.

## **Parental Access to Children's Educational Records**

At the post-secondary level, parents have no inherent right to inspect a student's educational records without written consent from the student. The right to inspect is limited solely to the student.

- Written consent of the student
- Compliance with a subpoena
- Submission of evidence that the parents declared the student as a dependent on their most recent federal income tax form.

The College is not required to disclose information from the student's educational records to any parent of a dependent student.

## **Student Right to Know Act**

In compliance with the Student Right to Know Act, current re-enrollment rates, athletic graduation rates, and campus security statistics are published and posted. Graduation rates are available in the Registrar's Office, Student Affairs Office, and on the Lackawanna website at [www.lackawanna.edu](http://www.lackawanna.edu). Other rates are available through the corresponding departments.

## **Storage, Access, and Release of PTA Student Records**

All student records relating directly to the PTA program are kept in secure storage either in the department or in an online storage system (Exxat). Students may inspect their paper files by a scheduled appointment with the Program Director or the ACCE. They may examine their paper files with either the Program Director or ACCE present. Students cannot delete, copy, or remove anything from their paper files. No student records are released from Lackawanna College without the written consent of the student and following FERPA and or HIPAA regulations. A health record release form must be completed by the student prior to the start of the clinical portion of the PTA program. Clinical facilities require documentation of the student's health records. All clinical education paperwork will be uploaded by each student into a tracked, secure electronic file through Exxat. The PD and ACCE will have administrative access, but each student will be responsible for financing and uploading to their file.

## **Photo/Videotaping Policy**

The Lackawanna College administration reserves the right to authorize persons to photograph/videotape activities and events on campus, at satellite centers, and places where college functions take place, providing such photographing/taping is performed and utilized without malice to any individuals. Individuals desiring to be omitted from such photos/taping should make this request known to the Office of

Advancement in writing. By allowing inclusion of oneself in an authorized photograph/videotape, the individual consents without restriction to such use of the photo/videotape, as the College deems appropriate.

## **The PTA Profession**

### **Essential Functions of the Physical Therapist Assistant Program at Lackawanna College (see Appendix)**

A Physical Therapist Assistant (PTA) is defined by the American Physical Therapy Association as those individuals who “work as part of a team to provide physical therapy services under the direction and supervision of the physical therapist.”<sup>1</sup> The PTA Program at Lackawanna College is dedicated to preparing students for entry-level tasks within this career of physical therapist assisting. In order to hone and master the skills necessary for this career, one must also be able to perform essential functions within the program and within the clinic in a successful manner. It is important for each individual interested in this program to assess these essential functions/technical standards carefully to determine whether or not they would be able to perform such tasks.

At Lackawanna College, we are also dedicated to making reasonable accommodations for those individuals who have disabilities (in accordance with all institutional policies and legalities) in order to provide everyone a chance to successfully complete the program’s essential functions. If a student believes that they require reasonable accommodations to complete essential functions secondary to a disability, it is the responsibility of the student to follow up with Mrs. Christine Kiehart in the academic development office to discuss options. If a reasonable accommodation is agreed upon between the student and institution, then the PTA program would comply with this reasonable accommodation to offer the student an opportunity to meet the essential function in question. It is important to make note that the presence of a disability does not equate to exemption from any essential function of the PTA program, or the requirements of becoming a PTA. Reasonable accommodations do not guarantee the student will then pass every essential functional task or requirements of the program. If the student is unable to successfully complete an essential function of the program as listed below, after reasonable accommodations have been evaluated, decided upon and enacted, the student would then have their acceptance or active status within the program withdrawn.

#### **Psychomotor Skills**

- a. Lifting
  - i. Lifting and carrying 20-50 pounds, several times per hour (medium duty work)
  - ii. Lifting and moving up to a 200 lb. patient in an assisted transfer
  - iii. Lift, transfer, guard, mobilize, and exercise patients of varying heights and weights, in a time efficient and safe manner, as necessary for clinical practice.
  - iv.
- b. Maintaining proper body mechanics throughout an 8-10 hour work day
  - i. Squatting, pushing, pulling, bending, crouching or stooping several times per hour
  - ii. Pushing and/or pulling objects and equipment weighing up to 100 pounds (medium duty work with sporadic heavy lifting)
- c. Standing for long periods of time (up to seven hours throughout an eight to ten hour shift)
- d. Maintain equilibrium/balance
- e. Reaching overhead, above the shoulder at 90 degrees multiple times throughout a full work day.
- f. CPR/respond to emergency situations
- g. Demonstrate ability to observe and follow universal precautions.

- h. React safely and with appropriate body mechanics to sudden or unexpected movements of patients and /or classmates to prevent harm to self / others

#### Observational/Sensory Skills

- a. Auditory: Have the auditory ability to adequately assess patient and hear/respond to alarms, warnings and calls for help from patients and/or healthcare colleagues
- b. Visual: Utilizing eyesight to observe patients, monitor and set parameters on physical therapy equipment, manipulate equipment and accessories and read patient charts for interpretation of PT or other health care professional's notes. Observe and interpret changes in patient color, temperature, respiratory rate, heart rate, heart and lung sounds, muscle tone, facial expression, and vocal tone/volume.
- c. Tactile: Have the fine and gross motor skills to adjust equipment, apply manual resistance as appropriate and palpate surface anatomy in a way that allows for safe assessment of patient, minimizing risk of injury.
- d. Safety: Observe environmental hazards to ensure safety of self and others.

#### Communication/Social/Behavioral Skills

- a. Verbal and nonverbal effective communication
  - i. Have effective verbal and written communication in English to accurately express or interpret ideas, including appropriate patient documentation
  - ii. Have effective nonverbal communication skills to interact appropriately with patients, caregivers, family members, and other members of the healthcare team
  - iii. Be able to appropriately respond to information gathered from nonverbal behavior of patients/colleagues
  - iv. Have effective verbal and nonverbal communication to adequately communicate patient needs as appropriate
  - v. Relate effectively and sensitively to patients / clients.
  - vi. Function effectively as part of an interdisciplinary team.
- b. Emotional/Behavioral
  - i. Ability to interact appropriately with all patients/family members/colleagues
  - ii. Possess emotional stability to function in an effective manner, being able to adapt in a variety of stressful situations and be receptive to performance feedback/assessment to maintain patient safety
  - iii. Maintain mature and professional relationships with patients, colleagues, faculty/staff in the school and clinical affiliation environment
  - iv. Demonstrate willingness and ability to learn and adhere to the Standards of Ethical Conduct for the Physical Therapist Assistant<sup>2</sup> (please refer to full document within the PTA Student Handbook)
  - v. Provide appropriate emotional and professional responses when working within stressful academic and occupational environments
  - vi. Meet externally-imposed deadlines and time-requirements.
  - vii. Take responsibility for oneself and for one's behaviors (including all actions, reactions and inactions), during the academic and clinical phases of one's education with the intent of developing a plan for professional growth and lifelong learning.

#### Cognitive/Intellectual Skills

- a. Possess the ability to meet all class academic and program academic standards for successful course completion

- b. Understand and be able to implement related regulations and clinical policies and procedures
- c. Have the ability to multitask and prioritize for successful decision making
- d. Demonstrate ability to think critically and take part in independent problem solving for effective patient care and implementation of appropriate PT interventions within the established plan of care and, if required, during emergency situations
- e. Have the ability to assess and collect patient data from patients or in medical records
- f. Have the ability to utilize professional literature effectively to assist in promoting evidence based practice
- g. Accurately self-assess performance to continually improve professional skills.

*References:*

1. APTA, <http://www.apta.org/PTACareers/RoleofaPTA/> Social Security Administration. Code of Federal Regulations;
2. [https://www.ssa.gov/OP\\_Home/cfr20/404/404-1567.htm](https://www.ssa.gov/OP_Home/cfr20/404/404-1567.htm); Standards of Ethical Conduct for the Physical Therapist Assistant.  
[http://www.apta.org/uploadedFiles/APTAorg/About\\_Us/Policies/Ethics/StandardsEthicalConductPTA.pdf?navID=10737423626](http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/Ethics/StandardsEthicalConductPTA.pdf?navID=10737423626); University of Delaware Department of Physical Therapy Program Policy Document [https://www.udel.edu/content/dam/udelImages/chs/Documents/PT/CHS\\_PT-Admit-2020-Handbook.pdf](https://www.udel.edu/content/dam/udelImages/chs/Documents/PT/CHS_PT-Admit-2020-Handbook.pdf)

## **The American Physical Therapy Association**

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

It is important that you join the APTA in order to remain abreast of opportunities and advancements in physical therapy. Students receive discounts when joining the organization on a state and national level. As a member of the APTA, you will receive several publications and be afforded many other benefits. The APTA can be a valuable resource during your professional education. Take advantage of all that your professional association has to offer. For more information and student membership please visit [www.apta.org](http://www.apta.org).

*The LC PTA program mandates student membership in the APTA as the initial step toward professional development as a PTA in addition to being able to access resources for multiple courses throughout the curriculum.*

## **Professional Behaviors**

Lackawanna College PTA students are expected to conduct themselves in a professional manner at all times while attending or representing the school. Students are expected to abide by the following references for conduct and professional behavior:

- APTA *Standards of Ethical Conduct for the PTA*
- PTA CIET

## **Medical Marijuana Policy**

LC's jurisdiction in disciplinary matters extends to conduct that occurs on the LC premises, conduct that occurs as part of LC sponsored or sanctioned off-premises activities, or to any conduct that adversely affects the college community or

reputation **regardless of where it occurs**. LC reserves the right to alert civil authorities to issues on or off campus. Further, students are responsible for the actions of their guest(s) and may be held accountable for their guest's violations of the Student Code of Conduct while on campus. Please see the *LC Student Handbook* for more information.

## Program Faculty

**Program Director (PD):** The Program Director (PD) is the lead position for the Physical Therapist Assistant Program at Lackawanna College and serves as the Chair of the PTA Advisory group. The PD is the lead administrator and primary faculty directly in charge of all aspects related the running of the PTA program. The PD accepts responsibility for the program's adherence to accreditation standards, which includes student and faculty compliance to all college, programmatic, federal, state and local policies. The PD oversees the review and modification of program policies and procedures, clinical contracts, curriculum, clinical evaluations, and admissions process.

**The PD job duties are listed as, but not limited to the following:**

- Lead the departmental or unit level planning process in alignment with the Institutional Strategic Plan, being sure to meaningfully engage staff members in each step of the process and facilitate the assignment of ownership for each activity related to the departmental plans and ensure that tasks are carried out as expected.
- Collaborate with other departmental heads to ensure that overlapping or related initiatives are coordinated.
- Participate in the Institutional Strategic Planning process as requested.
- Assess achievement of departmental plans annually, formally report results to supervisor, and participate in the college wide review of departmental plans as requested.
- Preparing and responding to all paperwork necessary for the initial accreditation self-study and ongoing accreditation requirements (including, but not limited to, reporting substantive changes to CAPTE).
- Curriculum management, including activities such as developing course syllabi that include behavioral objectives and learning outcomes.
- Preparation of course materials, including audiovisual and multimedia materials.
- Defining and implementing teaching strategies appropriate for the course content.
- Creating and implementing evaluation instruments.
- Interviewing and evaluating potential students for the program.
- Recruiting and hiring instructors and clinical preceptors for the program.
- Maintain current knowledge of physical therapist assistant techniques and educational methodology through continuing professional development.

**Academic Coordinator of Clinical Education (ACCE):** The Academic Coordinator of Clinical Education (ACCE) is a primary core faculty member directly in charge of all aspects related to the clinical education component of the program. They are considered second in hierarchy only to the PD within the program. In conjunction with the PD, the ACCE accepts responsibility for the program's adherence to accreditation standards, including student and faculty compliance to all college, programmatic, federal, state and local policies. The ACCE is ultimately responsible to identify, arrange and monitor safe, appropriate and effective clinical learning environments for students within the program. Together with the PD, other core faculty, and clinical

instructors, the ACCE monitors student's clinical progress and performance, professional skill development and readiness for the certification examination.

**The ACCE's job duties are listed as, but not limited to the following:**

- Full time teaching duties as assigned by the program director within the PTA Program as a core faculty member.
- Supervision of students on full time rotations within the physical therapy clinical education environment.
- Developing, conducting, coordinating, and evaluating the clinical education program with the assistance of the Program director as needed.
- Establishing new contractual relationships within the clinical community in sufficient number and variety to meet the needs of the student clinical education portion of the program and to meet or exceed program accreditation standards.
- Upkeep and renewal of all current established contracts with clinical sites, as well as the yearly assessment of sites.
- Establishing opportunities for professional development of the clinical faculty.
- Maintain current knowledge of the physical therapist assistant profession, clinical skills, and educational methodology through continuing professional development.
- Involvement in all areas of student and program assessment from admission to post graduation as outlined in the program accreditation assessment plan.
- Other duties as outlined or assigned by the program director and/or Lackawanna College administration including but not limited to CAPTE accreditation requirements, participation on college committees, student recruitment, and community service.

**Adjunct Faculty:** Adjunct faculty are utilized within the PTA program as needed to oversee and manage specific coursework as determined and assigned by the Program Director. Adjunct faculty are expected to adhere to accreditation standards, including student and faculty compliance to all college, programmatic, federal, state and local policies. They answer directly to the Program Director. They may be asked to participate with the admissions review process. To be considered adjunct faculty, an individual would be responsible for teaching greater than 50% of content in a specified course.

**Supporting Faculty:** Supporting faculty are individuals with expertise within a given content area that are utilized to instruct or "guest lecture" in a particular course. These individuals would not be considered part of the core faculty and would be responsible for teaching less than 50% of the content in a given course.

**Lab Assistants:** Lab assistants are utilized within the PTA program as determined by the Program Director for the purposes of supporting skill development and assisting in testing students on clinical proficiency skills within the laboratory setting along with providing appropriate and timely feedback during the learning process. Lab assistants are expected to adhere to accreditation standards, including student and faculty compliance to all college, programmatic, federal, state and local policies. They answer directly to the Program Director as well as any course instructor for whom they are supporting.

**Clinical Faculty:** The clinical faculty is directly involved in the supervised clinical education of the program students while they are on full time clinical assignments. They are the bridge between the academic program and the student's direct patient interaction and care and are responsible for the continued education of the students while in their progression toward the level of entry-level clinician. The clinical faculty interacts and report to the ACCE in response to all question and concerns regarding the program students while out on clinical assignments. They are responsible for the assessment of the student's level and quality of performance, but do not provide a final grade for the student.

*Criteria for Serving as a Clinical Faculty/Instructor:*

1. Must be a licensed Physical Therapist or Physical Therapist Assistant in good standing within the state that they practice.
2. Must have at least 1 year of clinical experience.
3. Must be willing and able to uphold Lackawanna College's *Clinical Commitment to Excellence*

## Program Faculty Development

Following the approval of the program's annual budget, the PD, ACCE, and Dean of Health Sciences will set a meeting date during the summer term to formulate the upcoming academic year's faculty development plan for all PTA program faculty. To identify areas that would benefit from development and establish each individual's plan, the PD, ACCE, and Dean of Health Sciences will consider:

- Information gained from the prior two years of student, course, clinician, and graduate assessments
- Peer or supervisor observation of teaching
- Professional CE responsibilities
- Institutional Strategic Plans and assessment
- Faculty members' personal opinions regarding the area of most need for development.

Using the *Professional Development Tracking Form*, the PD and ACCE will present a plan to the Dean. This plan will identify areas of developmental need and can be related to any of the following:

- **Commitment to Growth as an Instructor** (*teaching methods, instructional strategies, curricular development....*)
- **Commitment to Growth as an Administrator** (*fiscal training, admissions process, understanding institutional and program policies/procedures, etc.*)
- **Commitment to Profession: A. Conference Attendance** (*Attendee/participant or presenter*)
- **Commitment to Profession: B. Continuing Education** (*Attendee/participant or presenter*)
- **Commitment to Service to the college and greater community**
- **Other content important to employee/programmatic needs**

Once areas of need have been identified and presented to the administration, the faculty members will then identify where and/or how they will address their development within this area. Options may include but are not limited to:

- Attendance at a local, regional or national meeting to stay current with changes and advancements within the profession,
- Attendance at an institution-sponsored faculty development session/offering, attendance at a PA approved CEU course, or other developmental activities.

Staff will follow the college's policies when considering and applying for continuing education based on the annual needs assessment.

## PTA Program Advisory Group

### Group Structure

- The PTA advisory group will be comprised of individuals who have experience in the academic and/or professional settings.
- Participation in the PTA advisory group will not be restricted to only licensed PTs or PTAs. The group will have up to a maximum of 20 members not including the PTA Program Director, ACCE or administrative personnel.
- There will always be at least one student member serving within the group. The PTA program director will extend an invitation to potential student members. This individual will represent the student body regardless of their current progression within the curriculum.
- There will be one general education faculty member invited to serve on the PTA advisory board.
  - This individual may also be an adjunct or part time faculty.
  - They will serve to bridge the gap between the technical portions of the PTA program with the college core curriculum and would serve to provide input and advisement in matters

relating to the PTA students and the core curriculum and requirements.

- The other 18 seats on the advisory group will be split between other professionals and stakeholders within the surrounding community.
- If possible, and based on availability, there will be no fewer than three licensed PTAs represented within the group.

## **Membership**

- Participation as a member of the Lackawanna College Advisory Group is strictly on a volunteer basis, and there will be no monetary compensation for participation.
- Membership will run from January 1<sup>st</sup> to December 31<sup>st</sup> with an annual automatic renewal occurring unless resignation is requested by an individual member.
- Membership will remain active unless an Advisory Group member requests to leave in writing to the PD. There is no obligation to remain an Advisory Group member and any individual who would like to resign their seat within the group are free to do so at any time, via email or in writing.
- It will be the PDs responsibility to fill any open seats.

## **Meetings**

- There will be one formally scheduled meeting held each calendar year, and all attempts will be made to have this meeting in-person.
- There will be at least one official email communication each calendar year. Other meetings and communications will be scheduled on an as needed basis.
- Informal communication of news and events relating to the PTA program, and/or input needed from the group will take place through either email or letters to the group members, and will be conveyed by the PD.
- It will be the responsibility of the current PTA PD to set the yearly schedule for all meetings, and send out invitations to current group members to attend the meetings.
- The PD will provide a meeting itinerary ahead of time for the group members to review prior to the official meetings.
- If an insufficient number of group members are able to attend then a new meeting date may be scheduled.
- The PD will be responsible for the running of the meeting, but the group will have input into the meetings and round table discussion is encouraged.
- The PD, ACCE or another selected faculty /administrative member will be responsible for recording meeting minutes and sending out finalized meeting minutes to all group members after final approval by the PD.

## **Maintaining Accreditation Standards**

All duties that are related to remaining in compliance with or adhering to accreditation standards as set by CAPTE and the APTA will be the responsibility of the PTA Program Director. The PD will be responsible for the budgeting and oversight of the submission of all required fees and documentation relating to accreditation, the annual submission of reports and listing of demographics and statics directly related to the program, along with any further information requested by the accrediting body. The PD will also be responsible for contacting the administration, submitting materials to the appropriate committees, and informing and conferring with the PTA Advisory Board should significant changes either be planned for or

arise unexpectedly. With the input from all parties invested and with the assistance of the full-time core faculty members, changes will then be recorded and made. Requests and reports of such changes to CAPTE will also be the responsibility of the PD.

## **Division of Health Sciences – Classroom Observation Policy**

Lackawanna College recognizes the hard work and dedication that each instructor provides to the students and program(s) in which they teach within the Division of Health Sciences. In order to continue to share ideas and improve effective teaching strategies, the Division of Health Sciences has implemented a classroom observation policy. Each new instructor will be observed a minimum of one time within the first year of teaching by the PD or other core faculty member of their assigned program. A full-time staff member program will observe each returning instructor within their program a minimum of one time within every three-year period they are employed by the college. The adjunct instructor observation form will be utilized to complete this observation, regardless of instructor status. This provides an opportunity for instructors to receive feedback about teaching and to showcase their strengths in the classroom. A pre-observation and post-observation meeting is requested for the observer and the instructor being observed to clarify expectations and to provide constructive feedback. Guest lecturers and those individuals teaching less than 50% of any given course would not be included in this process.

Upon review of each observation, if the instructor receives a rating of average or below average in three or more out of the five reviewed categories, then a written action plan will be developed through collaboration between the instructor and PD, within the standards and requirements of both the institution and the specialty accreditation involved.

## **Application and Admission to the PTA Program**

**Program Admission:** The PTA Program at Lackawanna College is a rigorous two-year academic program that will challenge the student academically, physically, and mentally. The admission process into the PTA program is competitive. Due to the high standards held within this program, and to ensure that LC is producing the highest quality of entry level PTA's capable of passing the National PTA licensure exam, a detailed selective process is established to assist in selecting the best qualified applicants. The PTA program admits a maximum of 18 qualified students into the program on a yearly basis. This is to ensure quality clinical education experiences and to allow prepared students into the program. If a student is not selected into the program, they are encouraged to speak with the PD for recommendation on strengthening their application for selection in a later class, or for options relating to other educational options. The prospective student may apply for the program again the following year. Student who are initially denied may apply for admission may only apply for admission for one subsequent attempt.

Admittance into the Physical Therapist Assistant program at Lackawanna College is based on a **rolling selective admissions** process with an enrollment of a maximum of 18 new students per year based on the number of qualified applicants. Priority consideration will be given to applications received by June 1<sup>st</sup>. After June 1<sup>st</sup>, applications will be reviewed as space becomes available. The admissions selection process is based on the following criteria and requirements as per the website:

<https://www.lackawanna.edu/degree/physical-therapist-assistant/>

*\*\*\*Submission of a PTA application does not guarantee an offer of an interview. Invitation to an interview does not guarantee acceptance to the program.*

*\*\*\*Students in any health science/specialty program may not enroll in the program after the first day of the semester.*

## LC PTA Student Health, Cognitive and Physical Expectations

**Health Requirements:** A physical examination and form signed by a physician, immunization records and all background checks that meet hospital and program standards must be completed by the designated program due date in the first semester of the program and prior to returning for the second year of the program. Drug screens (10-Panel) will also be required multiple times throughout the program. The required forms can be found on Exxat.

Affiliated clinical sites may require additional medical information and/or inoculations for the students to begin the clinical portion of the program. The student is responsible for any cost associated with these additional requirements and all forms must be uploaded by the student to Exxat. ***The student must also take steps to ensure that all forms are approved in the online system by the designated programmatic date, or the student may be dismissed from the PTA Program.***

**Work Hours and Environment:** Students must be able to work seven days a week and a minimum of 35 hours per week at clinical sites. Students may be exposed to hazardous material and bloodborne/airborne/other pathogens requiring safety equipment such as masks, head coverings, glasses, rubber and latex gloves, etc. Students must be able to meet clinical and academic performance standards.

Students must have reliable transportation to travel to and from training site. Clinical sites may be located within a 60-mile radius of the Scranton campus of LC.

*\*\*Please note that the clinical partners of the programs determine hours for clinical/fieldwork experiences. The programs do not have input or control over the schedules of the clinical/fieldwork experiences required by each program.*

## Academic Requirements and Program Continuation

### Grade requirements for progression through the PTA program

The LC PTA program will follow the numerical grading system as set by LC found within the most recent edition of the *LC Student Handbook*. All students within the PTA program are expected to carry a GPA of 2.5 or greater each semester to be able to progress within the PTA program. The students will be also required to maintain an overall cumulative QPA of 2.5 or greater throughout the continuum of the “technical portion” of the PTA program. ***Students may not continue within the LC PTA program if they receive an individual class grade of less than a B (minimum of 83%) in Introduction to PTA (PTA 105), or if they receive an individual grade of less than a C+ (minimum of 77%) in any class coded as “PTA”, “HTH” or other classes taught by PTA faculty.***

All PTA courses are to be taken in sequence in consecutive semesters. Humanities, social science and other core institutional courses may be taken prior to entrance into the PTA program or in varying sequences once admitted into the PTA program. Core courses can be taken outside of the set curriculum schedule if approved by the PD or the student's PTA program core faculty advisor.

### Grade Falling Below Minimum Standards of the PTA Program

Should a student drop below a 2.5 GPA each semester, an overall cumulative QPA of below a 2.5, and/or they do not pass a technical class with a minimal required grade as specified above, they will be contacted by the PTA PD to meet and formally begin discussions regarding being dismissed from the PTA program. The student may be able to appeal the course grade (s) and should refer to the *LC Student Handbook* for details on

academic appeals. *\*\*Please note that students can appeal academic grades, but cannot appeal re-entry to the program.*

The program staff will communicate directly with students regarding concerns. Communication with any additional parties will only be considered with full consent of the student (including a signed and filed FERPA document) and will require participation by the student.

*\*\*Please note that harassing and/or abusive communication with the program staff in any form is grounds for cessation of communication and will result in a referral to the appropriate College personnel.*

Should a student be released from the PTA program, the student may continue as a LC student fulfilling other core requirements of their choosing. The student will be referred if desired for advisement on other degree or certificate offerings within the college.

### **Student Dismissal From Class/Program Appeal Policy (Academic)**

- Please refer to Lackawanna College's most recent edition of the *LC Student Handbook* for more information. This can be found on the Portal.
- *Please note that students can appeal academic grades, but cannot appeal re-entry to the program.*

### **Skill Proficiency for Competence and Progression into Clinical Assignments**

The PTA program faculty is dedicated to ensuring that each student who is admitted and enters this program is also prepared to move through the curriculum and ultimately into their clinical assignments, both in terms of safety and proficiency of skills. In support of this, the faculty will follow this subsequent plan:

- To accurately assess each student's level of competency prior to entering the clinical education portion of this program, each student must successfully complete proficiency in certain skills deemed "skill proficiencies".
- Students are notified during the initial program orientation meeting of the critical skills and the process for testing of these critical skills along with their mention in the *PTA Program Handbook*.
- Students are provided with information and reminded of the critical skill proficiencies at several other points throughout the program. This will ensure that students understand the requirements and expectations necessary to proceed in the program, specifically into the clinical education component.
- Each student will additionally receive a statement regarding the critical skills along with a listing of the required skills and due dates within and pertaining to each individual course syllabus.
- Within each course syllabus, any skill proficiencies pertinent to that course are identified. The skills are embedded into the classes and taught in a progression appropriate for the level of skill needed prior to entry into either the first, second, or third clinical education assignment. These skills are then separately and more expansively explained on individualized scoring rubric documents. The skill proficiency rubrics define each skill, the components needed for proper completion of the skill, the proficiency level needed to be obtained with this skill, and areas for check off and signature by a faculty member or qualified lab assistant confirming proficient completion of the skill. The student will be required to complete each skill at the set proficiency level twice. The first THREE check offs may be performed by a fellow classmate. The FOURTH must be performed by the course instructor or other approved instructor.

- The proficiency level set for skill achievement advances over the two years. First year students are required to achieve 75% or greater on each skill proficiency, as identified on the rubric. Each student must demonstrate 75% or greater proficiency (all rubric categories  $>/=1$ ) twice in order to “pass” the skill, in addition to passing any non-negotiable skill(s) during instructor evaluation. Second year students are required to achieve 83.3% or greater on each skill proficiency (all rubric categories  $>/=1$ ) twice within the semester in order to “pass” the skill, in addition to passing any non-negotiable skill(s) during instructor evaluation. These skills proficiencies include any critical thinking or manual critical skill designated within specific coursework. Each skill has a semester deadline by which it must be completed.
- Demonstration of these skills must be completed by the date stated on each course syllabus. Students who are initially unable to pass the skill at the set proficiency level when evaluated by an instructor will be allowed one remediation attempt. A remediation plan will be set up by the appropriate faculty member with approval of the PD/ACCE as per the current remediation process (Appendix P). The PD must be present for the remediation attempt. Further inability to complete the critical safety skills will result in the student’s dismissal from the PTA program. To continue progression within the PTA program, the student must pass all critical skill proficiencies in a designated course, in addition to earning the required minimum academic grade in each course.
- Midterm skills checks: In some courses, students will have skills due before the midterm practical. If the required skills are not all successfully completed by the specified due date and time, the student will not be allowed to take the midterm practical and will receive a **zero** for that practical examination.
- Final skills checks: ALL skill proficiencies for ALL courses must be completed by the specified due date and time. If students do not complete ALL skills successfully in any course, they will receive a **zero** for all portions of the final practical assessing knowledge or skills of that course.
- All initial skills checks should be completed by the Friday before the due date.
- Students should be aware that they can be tested at any instructor’s discretion during the week the skills are due. This is to ensure that the student does not fall behind on skills checks and to encourage the student to complete skills checks in a timely manner.
- Additionally, students who do not complete all skills proficiencies for a designated course by the specified due date and time will not be eligible to progress on in the PTA program as per the Division of Health Sciences Code of Conduct, item 5, and will be dismissed without possibility for appeal.

\*\*\*\*\**In the case of a national emergency or pandemic, the requirements and ways to meet the above requirements may be adapted per CAPTE rules and regulations at the program’s discretion\*\*\*\*\**

### **Mid-Term/Final Practical examinations**

Students must pass individual and combination practical exams during the curriculum as indicated by individual course syllabi. Failure to pass a practical exam (as per associated scoring rubric) initially will result in the opportunity for one remediation attempt as per the current remediation policy (Appendix Q). **Inability to achieve a passing score on the remediation attempt will result in dismissal from the program, regardless of academic grade in any given course.** Please refer to individual course syllabi and associated rubrics for specific details.

### **Retention Policy**

Lackawanna College’s Physical Therapist Assistant Program would like to retain every student that is admitted to the program and maintains the desire to become a PTA. Faculty and staff are willing to help students succeed and graduate from the program, but the student is ultimately responsible for their academic performance. The PTA program faculty is willing to work with all students to meet their individual needs, and student may also be referred to other college student support services as needed. To have the best chance of

success in the PTA program, students are encouraged to be proactive in seeking out help as needed.

## **Retention Services/Academic Support Services**

The Student Success Center offers many academic and support services. Please consult website for more information: <https://www.lackawanna.edu/offices-and-departments/campus-life/student-success-center/>

### **Leave of Absence**

Based on certain life events or circumstances a student would be able to request a one-time leave of absence from the PTA program. This might be based on health, finances, or other extenuating circumstances that may have a significant effect on the student's ability to succeed within the rigors of this academic program. The student would be required to meet with the PD and/or ACCE, and discuss the reasoning for the requested leave. If granted a leave of absence, the student would then be required to fill out the appropriate college specific paperwork, have the PD and Dean of Health Sciences sign off, and submit the paperwork. Once granted this leave of absence, the student must return within one year of the start of the absence. The student would resume within the next cohort of students, at the same point within the curriculum that the student left, only after the completion of an academic remediation plan as determined by the Program Director. A student must be in good academic standing per the program academic requirement policy to be eligible for this leave of absence. Prior to a scheduled return from a leave of absence, the student will meet with core faculty to develop an individualized plan to ensure the retention of academic competence, skill proficiency and safety for future patient care. Failure to return to the program within one year would negate the student's position in the program thus resulting in the student's dismissal.

Deferment of student loan repayment due to a leave of absence is only available in limited circumstances. Students requesting leave should notify the Financial Aid Office.

\*This PTA Program policy reflects the general leave of absence policy found within the *Lackawanna College Student Handbook*.

### **Withdrawal Policy**

A student has the privilege of withdrawing from any courses or from the College itself without academic penalty up to and including the final date for withdrawal indicated on the College calendar.

To withdraw officially from a course or from the College, a student must obtain the proper withdrawal form from the Student Success Center or Center Director, complete this form, and submit it to the Registrar's Office before the final day for withdrawal without academic penalty as indicated on the College calendar. If a student stops attending a course for which the student is registered after the published census date (end of drop/add) without having officially withdrawn from the course, the student will be assigned an AW (penalty-grade failure) for the class. No exceptions will be made.

Students who violate the College's Academic Integrity Policy and fail a course in consequence may not exercise the withdrawal privilege in that particular course.

Financial obligations to the College will be determined according to the Refund Policy.

*\*\*\* If a student chooses to withdraw from the PTA program, they are eligible to reapply in the future ONLY if they have the required grades in all PTA courses at the time of withdrawal.*

## **Physical Therapist Assistant Program Associate in Science Degree Curriculum**

The mission of the Physical Therapist Assistant Program at Lackawanna College is to facilitate the preparation of individuals as entry level, Associate in Science-degree earning physical therapist assistants. These individuals will be compassionate and caring lifelong learners who will provide evidence based ethical treatment to assist the physical therapist in the rehabilitation of all individuals in their care. The program will strive to provide students with an educational setting allowing for academic excellence, the development of hands-on skills, and growth into well-rounded clinicians who give back to the community.

The program is a two- year program that combines both classroom and clinical field experiences in preparation for the student to enter this profession as an entry level skilled PTA. The student will graduate with an Associate in Science Degree and be eligible to sit for the national licensure/certification exam. A student considering entering the field of PTA should have a demonstrated aptitude for the sciences, interact well with others, have an interest in working with individuals who are physically challenged, ill or injured, and enjoy a physically active job.

*\*\*\*\*\*In the case of a national emergency or pandemic, the below curriculum plan may be adapted per CAPTE rules and regulations at the program's discretion\*\*\*\*\**

### **PTA Curriculum Plan:**

#### **Year 1, Sem 1 (17 /18 credits)**

**ENG 105** College Writing \* (3cr)  
Kinesiology\*\* (3cr)  
  
**PTA 105** Introduction to PTA\*\* (3cr)  
**BIO 205** Anatomy and Physiology 1 (4cr)  
**HTH 100** Medical Terminology\*\* (1cr)  
**PHL 110** Medical Ethics (3cr)  
Skills\*\* (3cr)  
**COL 101** College 101 (1cr and only if applicable)  
**MAT 120** College Algebra \* (3cr)

#### **Year 1, Sem 2 (18 credits)**

**PTA 110** Functional  
  
**COM 125** Effective Speaking  
  
**PTA 245** Anatomy and Physiology 2\*\* (4cr)  
**PTA 130** Organization & Administration\*\* (2cr)  
**PTA 125** Therapeutic Modalities\*\* (3cr)  
**PTA 135** Ortho Rehab & Basic

#### **Intersession: TEC 105 (Information Technology Management) (3cr)**

#### **Year 1, Sem 3 (3 credits)**

**PTA 200** Clinical Field  
Experience 1 (3cr)

#### **Year 2, Sem 1 (16 credits)**

**PTA 210** Therapeutic Exercise\*\* (4cr)  
Field Experience 2 (5cr)  
**PTA 220** Methodology & Evidence Based Practice \*\* (2cr)  
Experience 3 (6cr)  
**PTA 225** Neurological Rehab and Advanced Skills\*\* (4cr)  
**COL 201** Capstone (1cr)

#### **Year 2, Sem 2 (12 credits)**

**PTA 230** Clinical

**PTA 240** Clinical Field

**PSY 105** Introduction to Psychology (3cr)

**PTA 215** Health Care Issues and Special

Topics\*\* (3cr)

**TOTAL Credits = 69 / 70 credits**

\*Developmental courses may be required as prerequisites. Credits earned in developmental courses cannot be applied towards the degree credit requirements for completion of this program.

\*\* Program's "Technical Phase" classes. Any courses coded "PTA" cannot be taken outside of the LC PTA program.

Note: all PTA coded courses in the second semester must be scheduled and taken concurrently.

## **LC Graduation Requirements**

**Applying for Graduation:** See the most current *Lackawanna College Student Handbook* for details on graduation requirements.

### **PTA Program Graduation Requirements**

Graduation requirements consist of:

- Successful completion of all on-campus courses with a minimum cumulative grade point average of 2.5.
- Successful completion of the clinical experiences with a 100% of clinical hours completed.
- Current financial and administrative obligations to Lackawanna College and completion of required institutional exit interviews.

Students must make formal application for graduation on the forms provided by the institution or online prior to the date stipulated on the College calendar. PTA students are encouraged to attend the graduation ceremony.

*\*\*\*\*In regard to the academic/clinical education portions of the curriculum, the program will follow CAPTE recommendations regarding graduation requirements if they are altered due to national emergency or pandemic. Students are not guaranteed to graduate on time in the event of a national emergency or pandemic and the program will follow the guidelines from the college, state, and CAPTE to progress towards graduation in a timely manner as able.\*\*\*\**

## **PTA Students Completing Degree Beyond Expected Graduation Date**

Failure to complete all academic and clinical requirements of the program may hamper the ability to graduate on time. If a student does not complete all requirements within one year of the expected date of graduation, the student may be officially released from the program with an inability to complete the Associate in Science degree for PTA.

## **Graduation Follow-Up**

The PTA Program would like to keep track of its alumni. We are required to gather data on our graduates, so it is important that we keep in touch. Your feedback is also very valuable to us in formulating future changes in the curriculum and advancement in the profession! Please respond to the surveys when sent to you, and please inform us of name changes, change in address/place of employment.

## **LC Alumni Association Statement**

While we know life can get busy, we encourage you to make sure the connections you made along the way stay strong and hope you engage with the Alumni Association! As a member of the Lackawanna College Alumni Association, you will have the opportunity to attend a variety of programs and events we offer. Please check out the Alumni & Friends web page for College news and LC Alumni Association information. You can also visit us on Linked-In or Facebook. Here you will find information on your local Alumni Chapter, upcoming events, homecoming, reunions, etc.

We welcome you to stay in touch with Lackawanna College and share exciting news with us! It can be personal news, whether it is a promotion, marriage, graduation from another college or university or other significant event. See further information on the Alumni website: <https://www.lackawanna.edu/offices-and-departments/alumni-friends/>

## **State Board Requirements**

Upon having met all graduation requirements and having formally graduated, students of an accredited PTA program are eligible to sit for the PTA Licensure Exam. Information regarding applying for this exam will be provided by the LC PTA program. However, it will be the student's responsibility to attend to all application materials, schedule the site of the examination, and have reliable transportation to show up to the set examination site on time. Failure to apply by the needed date and time may result in the student being delayed from taking the exam and thus could endanger their chances of obtaining employment in a timely manner. Information regarding the state licensing exam can be found on the web page for the Federation of State Board of Physical Therapy (FSBPT) and specifically the PA State Board of Physical Therapy at [www.fsbpt.org](http://www.fsbpt.org). Students will need to visit this web site prior to graduation to procure the necessary paperwork to take the exam. The PTA licensure/certification exam is only given on four dates throughout the year and the student should also refer to the appropriate State Board of Physical Therapy for any additional and separate requirements to sit for their licensure/certification exam. For further information regarding qualification to take the exam and application for the exam, refer to the exam candidate packet provided on the state board web site. To ensure the public health and safety of all patients, licensure/certification is required for PTA's to practice physical therapy in any state. The PTA must work under the supervision of a PT and must renew their license bi-annually. The rules and regulations are available from the Board of Physical Therapy in which the student wishes to practice in following graduation. It is highly recommended that you obtain a copy and become familiar with the rules and regulations of the state in which you intend to practice.

*\*\*Please note: It is important to recent graduates planning to sit for the NPTE for PTAs that accommodations granted within the LC PTA Program do not necessarily equate to accommodations on the NPTE for PTAs. It is the student's responsibility to initiate the proper protocol for requesting/being assessed for accommodations for this exam.*

## **Grievance Policies**

### **Student Grievance Procedure**

- A. The purpose of this procedure is to provide Lackawanna College students an opportunity to file non-academic grievances. Students are expected to attempt to resolve the matter informally prior to filing a formal grievance.

- B. While the Student Grievance Procedure may be used for complaints alleging discrimination, students are encouraged to use the Affirmative Action Complaint process for resolution prior to bringing a complaint of harassment under the Student Grievance Procedure.
- C. The Student Grievance procedure should not be used for complaints alleging sexual harassment. Any student wishing to file a complaint of sexual harassment should consult with the College's Title IX Coordinator and the Title IX Handbook.

Please refer to the latest edition of the *LC Student Handbook* for more information.

**Steps for Resolving Student Complaints - Academics:** Please refer to the latest edition of the *LC Student Handbook* for more information.

### **Complaints from Within the PTA Program or Complaints Relating to the PTA Program from Outside the College**

At any given time, there is the possibility that a complaint in relation to the PTA program, one or more PTA program faculty, or one or more PTA program students could be received. Any written or signed complaint about any physical therapist assistant student, a graduate of the program, the program faculty, or a complaint about the program itself will be handled in the following manner:

Any such complaint received in relation to any aspect of the LC PTA program may either come in the form of a phone call and/or written complaint. However, for a complaint to proceed based on the following policy, the individual or individuals that make the complaint must identify themselves and provide contact information including a current up to date phone number and physical address of occupancy. *No anonymous complaints will be documented or processed forward.* It should be known also that if providing a complaint that person will be identified to the individual for whom the complaint is directed against.

If this information is provided the following will occur:

The formal complaint will be initially directed to the PTA Program Director (PD). The person who receives the complaint via phone, letter, in person or by electronic mail will forward the complaint to the PD within two business days, unless the complaint is against the PD him or herself. Immediately upon review of the complaint, the PTA PD will document the following in writing: the name and contact information of the individual or individuals making the complaint, a description of the complaint, who or whom the complaint pertains to, whether or not the complaint has been addressed, and any resolution that has taken place to date. The complaint will be documented on the PTA Program Grievance form (found in Appendix D of this manual) and within the PD's office. Once the complaint has been documented, a copy of the PTA Program Complaint form will be forwarded to the current Dean of Health Sciences. The PD will also notify the Provost/CAO within four business days of the initial complaint to discuss the complaint and decide on a course of action based on the nature and severity of the complaint. The Program Director, Dean of Health Sciences, or the Provost/CAO may request the involvement of the Executive Vice President/Chief Innovation Officer if deemed necessary. Within seven business days of the initial complaint, the PD, Dean of Health Sciences and/or Provost will review the complaint, create a plan to address the complaint, and document all discussions and plans. The documentation for any complaints made about the PTA program, students, or faculty will be kept on file in the PTA Program Director's office, except in cases where the complaints are made against the PTA Program Director.

## **Complaints against the PTA Program Director**

If a complaint is made against the PD, the person receiving the information will go through the same procedure as stated above but will convey the information directly to the PTA program Academic Coordinator of Clinical Education (ACCE). The ACCE will document the complaint and will then forward this documented information directly to the Dean of Health Sciences and/or Provost, who will involve the Executive Vice President/Chief Innovation Officer if deemed necessary. The process as described will be initiated without the involvement of the PD. Should the complaint pertain to the PD and ACCE together then all information would be forwarded to the Dean of Health Sciences and/or Provost. Documentation of complaints against the PD will be kept in the PD's file in the Human Resources Office or within the office of the Provost.

*\*\*Please note: To submit a complaint against the LC PTA Program via CAPTE, please follow the instructions on the PTA Program Website.*

## **Complaints against graduates of the PTA program**

It is the policy of the Lackawanna College PTA program that once a student has met all requirements for and has graduated from this educational program, and they are eligible to be licensed by the appropriate licensing body in the state that they will work and reside in, that the alumnus is solely responsible for their professional demeanor and actions relating to patient care within their practice environment. The LC PTA program therefore will undertake no liability if a complaint regarding a graduate from this program is received. The PD will document the complaint and keep it on file, but no further action regarding such a complaint will be initiated.

## **Student Disciplinary Action – Behavioral**

The students within the LC PTA program are expected to adhere to the highest standards of academic excellence as well as being good representatives of the community, the College, and the physical therapy profession. Should a PTA student require disciplinary action in relation to poor academic performance, ethical or moral conduct, or any other actions deemed to have violated rules and policies, the student would be subject to disciplinary actions as stated in the *LC Student Handbook*, which the PTA program recognizes as the accepted course of disciplinary action.

All LC PTA program students should refer to the *LC Student Code of Conduct* in the most recent version of the *LC Student Handbook*. Disciplinary action is based on the seriousness of the offense and the best interests of the College community.

*\*\*Please note: PTA students are enrolled in the Division of Health Sciences. Therefore, students must abide by the *Lackawanna College Division of Health Sciences Code of Conduct Policy*, in addition to the general College *Code of Conduct* policy.*

## **Student Evaluation and Grading**

Student grades will be determined by a variety of factors including, but not limited to: objective tests, written individual and group assignments, critical thinking case studies, simulations, laboratory experiences and class participation. Tests will measure the achievement of the course objective with reasonable reliability and validity. The written assignments integrate theory and clinical practice. Class participation encourages reinforcement of information, problem solving, decision-making and leadership ability. Clinical performance will be evaluated based on integration of theoretical knowledge and behavioral objectives. The student must demonstrate theoretical knowledge and clinical knowledge to receive a passing grade in a course.

The letter grades used by the College are:

Letter Grade	Numeric Range	Quality Points
A	96 – 100	4.0
A-	90 – 95	3.67
B+	87 – 89	3.33
B	83 – 86	3.0
B-	80 – 82	2.67
C+	77 – 79	2.33
C	73 – 76	2.0
C-	70 – 72	1.67
D+	67 – 69	1.33
D	60 – 66	1.0
F	0 – 59	0

Students are required to take all quizzes, examinations, or clinical proficiencies / class practical exams on the day the test is scheduled. If emergency conditions should arise, please refer to individual syllabi for instructor contact information. If an emergency occurs and a student will not be in class for a period of time, please contact the Program Director to make the necessary arrangements.

### **PTA Program Test, Quiz and Assignment Return Policy**

It is the policy of the PTA program that any assignments, tests, quizzes or other forms of student assessment will be returned within a reasonable amount of time not to exceed two weeks from the time the item was handed in by the students. If any documents remain outstanding after this time frame, the PD can be informed and will communicate with the appropriate staff member to resolve the issue.

### **Academic Honesty and Integrity**

Students within the Lackawanna College PTA program are expected to hold themselves to the highest academic standards and the highest level of academic integrity. Academic dishonesty will not be tolerated and any student found to be acting in a dishonest manner will be subject to immediate disciplinary action. The College Academic Integrity policy can be found within current *LC Student Handbook* and all course syllabi.

### **Use of Canvas Tools to Enforce Academic Integrity**

The PTA Program will be using tools on Canvas to ensure the above standards of academic honesty and integrity are upheld. Should a violation of academic integrity occur, sanctions will be assessed following the college policy. Students are required to have a membership to Respondus Lockdown Monitor and access to a webcam for further assessment integrity.

*\*\*Please note that this academic and integrity policy applies to both practical and written work for both in class and online assignments/assessments.*

### **Tardiness**

Students who are late for class should knock and ask the instructor for permission to enter the class. The student will be allowed to attend or marked absent at the instructor's discretion. Students are encouraged to proactively communicate with instructors if they will be late to class for any reason.

### **Quality of Work**

All written assignments should be neat, well-organized, grammatically correct and typed.

## **Late Assignments and Missed Examinations**

Faculty members are not required to accept assignments submitted late or give make-up examinations. Please refer to individual assignment instructions and individual class syllabi for more information.

\*\*Please refer to the *LC Student Handbook* for additional information.

## **Division of Health Sciences /Program Policies**

### **Classroom and Clinical Demeanor**

PTA students are held to a high standard of professional conduct within and outside of the classroom. Students violating normal classroom decorum or disrupting lecture, clinic or lab sessions will be asked to leave for the remainder of the session. The program will follow the *LC Student Dismissal from Class or Program* to address this issue.

### **Division of Classes into Two or More Sessions**

Due to increasing enrollments in the Division of Health Sciences, and the need to add students to classes in a quick timeframe, it may be necessary to split already scheduled classes into two or more sections. The responsibility of splitting these classes will be accomplished through the Registrar's Office. This process of selecting students to be divided into multiple sections will not be performed in any health sciences program or by any health sciences personnel. The Registrar's Office will assume total responsibility to perform the split. All students will be required to follow the rules of class splitting mandated through the Registrar's Department.

Any student not following the Registrar's guidelines on class splitting will be subject to the steps found in the *Behavioral Dismissal Policy* found in both Program and Student Handbooks.

## **Lackawanna College Division of Health Sciences (DHS) Code of Conduct Violations (*updated July 2025*)**

Students in health sciences programs are expected to demonstrate specific professional behaviors essential for developing into skilled, competent, and compassionate healthcare providers. Given the critical responsibility of working with human lives, violations of the DHS Code of Conduct will be taken seriously and may result in immediate dismissal from the program.

These behavioral expectations are in addition to the Lackawanna College Student Code of Conduct and apply to students enrolled in DHS programs at Lackawanna College. This policy will be used in conjunction with the Lackawanna College Student Conduct policies (please refer to the *Lackawanna College Student Handbook* for policy details). This policy is focused on conduct only and is NOT to be followed if a student does not meet minimum academic requirements for progression within a program.

The consequences below for the stated violations will supersede those of any other college policies when offenses listed in this policy are committed. Due to the egregious nature of some of the violations, items noted by an asterisk\* in front of the item will not be allowed an appeal process. All dismissals resulting from violations of the code of conduct below will be reviewed and approved by the AVP of Academic Affairs/Dean of Health Sciences prior to execution. Students who violate any of the policies listed below will not be eligible for any other program in the DHS.

1. Disregard/disrespect in speech or action toward a classmate or instructor, either in person or on social media.
2. Disregard/disrespect in speech or action during a fieldwork/clinical site internship.
3. \*Negligent or unsafe behavior with a client/patient, fieldwork/clinical site supervisor.
4. \*Failure to register for/submit/complete all required paperwork for clinical or fieldwork rotations by mandated deadline decided by each individual DHS program.
5. \*Violation of HIPAA as per the clinical site policies and guidelines.
6. Violations of Lackawanna College's DHS Social Media Policy.
7. \*Positive Drug Test whether prior to clinical or fieldwork rotations or anytime while in attendance at these sites. This includes refusal to follow the random drug testing protocol at an outside institution.
8. \*Inability to pass critical skill proficiencies or affective competencies at the required level.
9. Dismissal from a clinical or fieldwork based on recommendations of the clinical or fieldwork site personnel.
10. \*Illegal use or unauthorized possession or distribution of weapons, explosives and chemicals on Lackawanna College and clinical/fieldwork premises.

### **Dismissal from Health Sciences Program Appeal Process**

Students **may** have the right to appeal a dismissal from a specific DHS program.

- Offenses noted by a red \* on the DHS Code of Conduct will result in dismissal from a program **without possibility for appeal and re-entry into the program. Students with these violations will not be eligible for any other DHS programs.**
- The remaining offenses listed in the DHS Code of Conduct will be granted the opportunity for the appeal process. The appeal process can be found within the *Lackawanna College Student Handbook*. Should a student successfully appeal the proposed violation of these offenses, they will be granted re-entry into the DHS program.

### **Lackawanna College Division of Health Sciences (DHS) Social Media Policy** (updated July 2025)

Online communication through social media platforms is a recognized form of daily communication. Students enrolled in DHS programs should be concerned with any type of behavior that might reflect poorly on themselves, their families, their program and/or Lackawanna College. Lackawanna College's DHS programs have expectations for responsible, professional, and ethical behavior with social media interaction or expression.

The following guidelines are intended to more clearly define the PTA program's expectations for student behavior related to social media. DHS will exercise the right to monitor public social media of all students enrolled in the program.

For the purpose of this policy, all content on social media platforms is considered "Social Media".

Listed below are the guidelines for safe and effective use of "Social Media" for Lackawanna College DHS programs:

1. Students should understand that there is no privacy when engaging in social media platforms.
2. Students should refrain from disparaging Lackawanna College, peers, and instructors on social media.

3. Students should refrain from any activity on social media which would disrupt the educational environment fostered by DHS programs.
4. Students should understand that inappropriate conduct on social media platforms could affect job opportunities.
5. Students should understand that obviously offensive and insulting comments should be avoided.
6. Students should use discretion when utilizing or updating their social media. This should not be done during classroom or clinical time.
7. Students must additionally abide by the policies and procedures regarding social media in the current edition of the *Lackawanna College Student Handbook*.
8. Student should follow HIPAA rules and regulations at all times when engaging with social media.

*Violations of the Lackawanna College Division of Health Sciences Social Media Policy are considered to be violations of the behavior core and can result in dismissal from the Health Sciences Program.*

### **Classroom use of Cell-Phones**

While it is understood that there are times it is necessary for an individual to have a cell phone for emergencies, the use of cell phones in class should be restricted only to such situations and should be approved by the instructor prior to the start of class. ***The student will not be allowed to video or audio tape the instructor, other classmates, patient simulators, guest lecturers, or patients in their care.*** Students who violate this policy may be suspended or released from the program for violating personal privacy of individuals.

Electronic devices may be used in specific circumstances at the discretion of the instructors in a particular course. Instructors within the PTA program also reserve the right during exams and quizzes to collect all cell phones and similar electronic devices, which will be kept in a secure location within the classroom until such time the student has completed the exam, or quiz. Students may not decline this request from the instructor if the instructor chooses to enact this policy within their classroom.

### **Classroom Attendance**

The students within the PTA program are expected to uphold a higher standard of professionalism and performance compared to other students within the college. Just as an entry level PTA would be expected to be on time and show up for work to attend to the patients within their care, the students within this program be punctual to all classes, labs, guest lectures, and clinical assignments. Students are expected to arrive on time for class and to stay until the class is over unless otherwise specifically given permission by the PD or ACCE. Students arriving late to class or missing class entirely may be penalized in either course work or class grades dependent upon the individual policy of the course instructor and outlined within individual class syllabi. Students should refer to the Lackawanna College attendance policy or course syllabus for complete details.

### **Outside Work Policy**

The PTA program is an academically rigorous program that requires a significant commitment of time. While students may have financial obligations that require them to work while in school, students are discouraged from working on a full-time basis. Outside work obligations may NOT be used as an excuse to limit any participation in required components of the program. This applies to, but is not limited to, attendance in classroom, lab, guest lectures, field trips, and clinical situations. See the PD to discuss questions or concerns.

### **Use of PTA Skills Lab and Equipment**

The PTA skills lab is a representation of similar clinical environments that all PTA students will eventually work within. The lab is an extension of the classroom environment and is available for student use. The program faculty expects students to maintain a high level of professionalism and safety while working within the lab environment. Students should be conscious of the safety of their fellow classmates also while working with any equipment within the lab. "Horseplay" will not be tolerated, and students may be requested to leave the lab should the instructor deem it necessary. During active lab time with the course instructor present, the student may practice with equipment, including electrical modalities, if they have been instructed in the proper use and functioning of the equipment. If an instructor is not directly present, students are restricted to the use of non-electrical equipment (except for the electric parallel bars and high low tables). No food/drink is allowed within the labs. Students are reminded that shoes should not be worn, pens and pencils removed from pockets, belts or other sharp jewelry or miscellaneous items removed while practicing on the treatment tables.

*\*\*\*Students will be required to complete at least two hours of open lab practice per week throughout each semester. Students will be given an open lab worksheet which will be due by the end of each week of the semester and will be filed online.*

## **Lab Skills**

Students should practice only those skills for which they have had prior instruction. Students may not utilize any electrical equipment that they have not been properly instructed in and may not use any electric equipment in the absence of a staff member (except for the parallel bars and high/low treatment tables). Students should always prioritize safety and good body mechanics. Students are responsible for reporting to faculty any equipment problems/maintenance issues such as frayed electrical cords, cracked plugs, broken parts, missing parts, etc.

\*Students will be requested to understand and sign the *Assumptions of Risk and Release* form, found in Appendix C prior to active participation in the LC PTA Program

## **Upkeep and Inspection of PTA equipment**

It is the responsibility of the PD to ensure the proper upkeep and functioning of all equipment associated with the program. The PD will keep a list of any equipment not functioning properly and ensure this equipment is not used by anyone until such time that it has been repaired and inspected. An appointment will be set up by the Program Director to have all electronic equipment inspected on a yearly basis. Should any equipment be found to be not functioning properly or found to be damaged, it should be reported immediately to the PD. If the PD is not available, it should be reported to the course instructor who will ensure that the equipment is not used by students, and who will report this as soon as possible to the PD.

## **Student Health Policy**

Students are required annually, at the beginning of each fall semester, to provide written confirmation (via programmatic forms) from their Primary Care Physician that they are "in good health, free from communicable diseases and able to participate in training within physically demanding health care settings". No student shall be permitted to enter the academic program or participate within clinical experiences without these forms being uploaded and cleared by EXXAT.

In the event a student's medical status changes in a manner that would affect their ability to safely and effectively participate with the required clinical training within the PTA program, the student is required to notify the Program Director or ACCE immediately. Examples of such changes in medical status may include, but are not limited to: significant musculoskeletal injury, surgery with movement or lifting restrictions and pregnancy. Please refer to the *Change in Medical Status* policy for details.

## **Change in Medical Status Policy***(updated July 2025)*

Should a student experience a change in medical status, it will be the student's responsibility to inform the program staff, who may facilitate communication with the Title IX officer if the student desires/requests.

- An updated *Essential Functions* document will need to be completed by the physician overseeing the student's care.
  - The student will not be permitted to attend fieldwork/clinical internships or participate in lab activities until the form is completed and presented to the program staff.
    - Please note, it is the student's responsibility to obtain, complete, and present this form to the program staff within an appropriate amount of time to avoid a delay in fieldwork and/or delay in program progression. The program staff will not be held responsible for student delays in obtaining, completing, or sharing the required paperwork.
- Once the student has presented the guiding document(s) from the physician, the program staff will work together with the student and any other stakeholders to determine an individualized plan for fieldwork/clinical internship or lab activities which protects the student's safety and education.
  - The fieldwork/clinical internship site has the right to agree or refuse a plan, based on the site's policies and needs. If the site refuses, the program staff will attempt to obtain an alternative fieldwork/clinical internship site for the student. This may require the student to repeat the fieldwork/clinical internship rotation, thus affecting progression in the program.
- The student will not hold the program staff or fieldwork/clinical internship site responsible for any injury obtained while operating within the guidance of the physician-approved plan. If the student chooses to behave or operate in a manner outside of the approved and agreed upon plan, they will be removed from fieldwork/clinical internship site or lab activities and may risk removal from the program.

## **PTA Student Liability Insurance**

All PTA students are covered by a liability insurance policy that provides coverage for accidents which occur during school sponsored, supervised curricular and co-curricular activities. The College maintains professional liability insurance for each student, a minimum amount of \$2,000,000 per claim/\$5,000,000 aggregate, covering students for all acts and activities undertaken. A copy of the certificate of insurance may be provided to a clinical facility 30 days prior to a student entering the facility for a scheduled clinical rotation. The College agrees to notify the clinical facility immediately in the event such insurance is cancelled or terminated for any reason.

## **CPR and AED Training**

Students must attend the CPR certification class that is offered by the PTA program at the designated date and time, at their own cost. ***Certification through an online class will not be accepted due to requirements set by clinical affiliations partnerships.*** First Aid training is not required for entry into the PTA program, but is recommended, and will only enhance clinical abilities and preparedness. Completion of this CPR course will allow the student to have this required certification throughout the entirety of the PTA Program.

## **Exxat Compliance Policy**

After admission into the PTA Program, the student must have the status of APPROVED in all compliance documents (except flu shot) by the 4th Friday in September at 3 PM. If all documents are not approved by the designated date and time, this will count as noncompliance with program requirements and may affect the student's program status.

Students who do not have documents in progress or pending review two weeks before the due date will be required to attend a mandatory Code of Conduct counseling session with the program staff. This meeting will explain the strict Code of Conduct policy for all students within the Division of Health Sciences regarding adherence to the compliance regulations for clinical education. This session will help the student to create a plan of action for compliance. If documents are not approved by the due date and time, students will not be allowed to attend class. Due to legally binding affiliation agreements with clinical sites, students must remain current on the compliance regulations. Please refer to the *DHS Code of Conduct* for more information.

## **Criminal Background Checks**

The PTA program requires students to secure State, Federal and Child Abuse clearances on an annual basis. These clearances are the financial responsibility of the PTA student. This requirement is necessary to maintain compliance with the clinical education component of the program. Valid background checks must be approved and uploaded to Exxat at the due date and time stated by the program. ***Failure to abide by this policy may result in dismissal from the program.***

In the event a background check is identified as containing areas of concern, the ACCE will notify the PD. The nature of the issue will be reviewed, and a determination will be made if further investigation or action is required. If necessary, the PD will consult with the administration of the College to determine the course of action.

## **Student Vaccinations**

Prior to beginning the PTA program, students are required to show evidence of vaccinations including Tdap, Poliomyelitis, Mumps, Rubella, Varicella, and Hepatitis B. Students are required to receive a two-step PPD on an annual basis. Additionally, students may be required to get a Hepatitis B series, flu vaccine, and the COVID vaccine dependent on college policy and clinical site requirements.

## **Hepatitis B Series, Flu Vaccine and COVID-19 Vaccine Policy**

Certain clinical sites may require a flu vaccine, COVID-19 vaccine, and/or Hepatitis B series. If this is required, the student must receive these vaccines at their own cost. If an alternative is presented by a specific clinical site, the student may choose to decline the vaccine and abide by the site's alternate policy. An inability of the student to complete this/these requirements on time may jeopardize the student from beginning the clinical assignment on time. This may also jeopardize the student's ability to graduate. Students may decline these specific vaccines if not required by a clinical affiliation site.

*\*\*Please be aware that clinical/fieldwork/internship sites reserve the right to refuse any student who does not have all required vaccinations regardless of any signed declination. In the event that a student is placed at a clinical site where a certain vaccine is required, and the student chooses not to receive the vaccine, the*

*program will contact 25% of the sites available for the specific clinical/fieldwork/internship experience that are not being utilized by other students to attempt to place the student. If the program is unable to find a clinical/fieldwork/internship site that will accommodate the student for the specific clinical/fieldwork/internship experience, or no additional sites are available to meet the student's programmatic requirements for the specific clinical/fieldwork/internship experience, the student will not be able to progress through the program and will be dismissed without opportunity for appeal.*

## **Drug Testing Policy**

The use of drugs not prescribed for medical reasons is forbidden for use within the PTA program. Additionally, per clinical facility agreements, it is the responsibility of Lackawanna College PTA students to undergo a 10-panel urine screen multiple times throughout the program and upload the results to Exxat by the due date and time as stated by the program. The cost of the testing is the responsibility of the PTA student. Students in the Health Sciences programs at Lackawanna College are subject to the rules, regulations, and disciplinary actions regarding the use of drugs/ positive drug test as stated in the *Division of Health Sciences Code of Conduct* and the *Lackawanna College Student Handbook*. Students on internships/clinicals/fieldwork experiences are additionally subject to facility policies regarding this issue. The PTA program has the right to ask students to repeat urine testing at the student's cost secondary to atypical results.

Please refer to the *Lackawanna College Illegal Drugs Policy* in the *LC Student Handbook* for more information.

## **Program Safety**

The LC PTA Program promotes the safety of all individuals involved in the didactic and clinical education portions of the curriculum, through procedures outlined in the *PTA Program Handbook* and *Clinical Education Handbook*. Safety training will be included and emphasized throughout the PTA Program and in skill checks and practical exams.

Visitors to campus, students in labs, etc. shall be directed to seek medical care within two hours at a major hospital or urgent care should an accident or injury require such treatment. Costs of the evaluation and care are the responsibility of the person seeking treatment.

Students will be asked to sign a waiver (*Appendix O-Waiver in PTA Handbook*) regarding the understanding that the nature of this profession/program requires working closely with peers and patients, and the risk of exposure to infectious diseases.

## **Failure to adhere to safe practice**

Students within the PTA program will be continually monitored by faculty and lab assistants for safety, competence, and professional conduct in the practice of and performance of skills. Students will be continually reminded to incorporate safe practice in all labs and skills instructed by the faculty or lab assistants. Should students not follow safe practices during lab sessions, it will be brought to their attention and addressed by faculty or assistants as necessary. If a student, at any time, shows blatant disregard for safety of a classmate, the patient simulator and/or themselves, the consequences will be determined on an individual basis. Possibilities include but are not limited to: removal from the skills lab situation, failure of the lab practical, failure of the class or affiliation, remediation with possible removal from the program. The PTA program takes safety and professional conduct very seriously and will not tolerate any horseplay or inappropriate behavior in the classroom, lab, or especially in the clinical settings.

## **Accident Report**

Should an accident or injury occur while participating within the PTA classroom or lab settings, the incident

should be immediately brought to the attention of the attending instructor, faculty member, and/or lab assistant. That individual will then notify the PD or ACCE who will fill out the Lackawanna College Accident Investigation form found in Appendix M of this handbook. If non-emergency care is needed, the individual will then be either referred to a family physician, local hospital, or urgent care facility. If the injury is deemed to be of an emergent nature, then local EMS will be contacted for assistance. Financial obligation for care is the responsibility of the student.

## **Bloodborne Pathogens and HIV Policy**

Students must report all incidents including body fluid splashes, needle sticks, and other events that could endanger the health of the student. Such incidents should be reported to either their academic or clinical faculty. Lackawanna College and its PTA Program are not responsible for medical care in result of such injuries. Visitors to campus, students in labs, etc. shall be directed to seek medical care within two hours at a major hospital or Urgent Care facility. Treatment and evaluation costs are the responsibility of the person seeking treatment.

### **Post Exposure Procedure for PTA Students**

If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth) they are to follow the following procedure:

1. immediately wash the affected area with the appropriate solution (soap and water, alcohol, water)
2. Seek appropriate medical attention through their personal physician (students are responsible for their own medical care). This may include baseline testing for HIV antibody at this time, followed by recommended series of testing. (Physicians may also inquire about the student's status in regard to tetanus and hepatitis immunization at this time.)
3. follow institutional (agency) policy regarding determining HIV and hepatitis status of patient, (students are responsible for the cost of any testing)
4. maintain confidentiality of patient
5. seek appropriate counseling regarding risk of infection

### **Guidelines for HIV Positive Health Care Providers**

1. The Center for Disease Control has specific guidelines for health care workers which are revised periodically. They have been incorporated into these policies and are reviewed annually.
2. There shall be no routine serological testing or monitoring of students for Hepatitis B or HIV infection.
3. Barrier or standard blood and body fluid precautions are to be used routinely for all patients. These include:
  - a. The use of glove(s) when:
    - i. cleaning rectal and genital areas
    - ii. carrying soiled linen
    - iii. bathing patients, if the student has a cut on the hand
    - iv. suctioning or irrigating even if the orifice does not require sterile technique
  - b. there is, at any time, a possibility of spillage of blood or body fluid onto the student's hands
    - i. (i.e. accucheck, discontinuing an I.V., I.M.s) regardless of the presence of open lesions
    - ii. emptying urine drainage bags,
    - iii. suction catheters, colostomy and ileostomy pouches
    - iv. providing mouth care
  - c. The use of masks, goggles or glasses and/or aprons when there is a possibility of fluids splashing onto the face or body and clothing.

### **Specific Guidelines for Known HIV - Infected Health Occupation Students**

1. HIV positive health occupations students who do not perform invasive procedures need not be restricted from work/clinical experience unless they have other illnesses or signs and symptoms for which such restrictions would be warranted.
2. HIV positive health occupations students should wear gloves for direct contact with mucous membrane or non-intact skin of patients.
3. HIV positive health occupations students who have exudative lesions or weeping dermatitis should refrain from direct patient care and from handling patient care equipment and utensils.
4. Reasonable accommodations will be made within the curriculum to assist the HIV positive student to meet course/program objectives.
5. The policy of agencies utilized for clinical experience will supersede college policy if they are more stringent.
6. Confidentiality will be maintained whenever possible, with only the appropriate individual(s) being informed of the HIV status of health occupations students.

### **Provision of Care**

Assignments are made in the clinical setting to enhance and/or reinforce student learning. It is the expectation that students will provide care for clients to whom they are assigned in line with *APTA Code of Ethics and Core Values for the PT/PTA*.

### **Off Campus Educational Experiences/Safety for Non-Clinical Education Experiences**

Any non-clinical educational experiences will have an "Informal Agreement" instituted between the PTA program and the site hosting the educational experience. This agreement will be reviewed and signed by both participating parties. The PTA program faculty member responsible for the educational experience will verbally inform the host site of their responsibilities and duties as stated on this form and found in Appendix E of the *PTA Program Handbook*. This agreement will be held on file.

Educational experiences included in this policy are field trips or off campus non-clinical education experiences. Students are required to attend such events and are responsible for transportation to and from these experiences. The site hosting the event is responsible for instruction to the program's students in all safety policies/emergency procedures for that site while the students are in attendance. In an emergency, the staff on site would assist the program in initiating and following through with said policy/procedures.

### **Clinical Education**

*Please refer to the LC PTA Program Clinical Education Handbook for the most updated policies and procedures.*

Students are financially responsible for all expenses related to clinical assignments including, but not limited to: travel expenses to and from the assigned clinical site, expenses related to wardrobe to meet dress code standards of the clinical site, expenses resulting from the loss and replacement of a program provided nametag, materials required by clinical sites, or other miscellaneous required items.

## Appendix A

### **PHOTO/VIDEO RELEASE**

I understand that in the course of my education in the Physical Therapist Assistant Program, there may be occasion for my photograph/video to be taken.

I consent to my photograph/video being taken and utilized/reproduced for the purposes of knowledge and education; or for the use of promoting the PTA program.

I have the right to rescind this release in writing at any time.

Student Name \_\_\_\_\_

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

Date \_\_\_\_\_

## Appendix B

### **Student to Act as Simulated Patient**

I understand that as part of the academic and clinical education to become a PTA (Physical Therapist Assistant) I am required to participate in various lecture and lab classes as a simulated patient. Instructors and other students will have opportunities to demonstrate and practice on me those skills learned in various classes. These skills include, but are not limited to a variety of: mobility exercises, therapeutic exercises, testing and measurements, and biophysical agents.

I understand that there is some risk of injury resulting from my participation in these skill training classes. I further understand that the College cannot ensure that other students will properly apply skills learned in class nor can the College be held responsible for any pre-existing conditions or injuries that I may have which make me susceptible to injury.

If I have any pre-existing conditions or injuries that may make me susceptible to injury from skills training, I will report such conditions or injuries to my instructor and Program Director.

In the unlikely event that I become injured it must immediately be reported to the instructors of the class and the appropriate College incident report must be filled out. If necessary, appropriate medical intervention and payment for those services are solely my responsibility.

I have read and understand the above information.

Student Name\_\_\_\_\_

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

Date\_\_\_\_\_

## Appendix C

### WAIVER OF LIABILITY/ASSUMPTION OF THE RISK

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**Lackawanna College**  
**HUMAN SUBJECTS DOCUMENT**

I \_\_\_\_\_, wish to be a participant in the \_\_\_\_\_ Program, at Lackawanna College.

I understand that the \_\_\_\_\_ Program will include academic, laboratory and clinical work performed in the classroom, laboratory, hospital, and other clinical facilities and will include direct care or exposure to clients with a variety of illnesses and disease and will include the handling of and/or contact with human bodily fluids and tissues.

I therefore understand that I may or will be exposed to disease carrying bacteria and microorganisms and it is my responsibility to use standard precautions to protect myself and others from communicable diseases.

I am aware that blood and other body fluids have been implicated in the transmission of certain pathogens, particularly Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the virus responsible for Acquired Immune Deficiency Syndrome (AIDS). In order to minimize risk of exposure to blood borne pathogens, I agree to follow Standard Precautions guidelines as well as comply with regulations outlined in the OSHA Blood borne Pathogen Standard.

I also understand that as a student in the \_\_\_\_\_ Program, I consent to participate in human subject demonstrations and practice in the classroom, laboratory and clinical facilities as part of the educational process.

Participation in said activities in the \_\_\_\_\_ Program necessitates the wearing of specific and appropriate clothing. Laboratory clothing for males includes shorts, T-shirt and shoes. Laboratory clothing for females include shorts, halters, T-shirts and shoes. Clinical Clothing includes professional shirts, identification tags, professional slacks and shoes.

In participating in Lackawanna College's \_\_\_\_\_ Program, I, undersign, in full recognition and appreciation of the dangers and hazards inherent in the health care field and in particular in the medical facilities where I may be present during my participation in the program. I do hereby agree to assume all of the risks and responsibilities surrounding my participation in this program or any independent activities undertaken as an adjunct thereto; and, further, I do for myself, my heirs, and personal representatives hereby agree to defend, hold harmless, indemnify, and release, and forever discharge Lackawanna College and any and all of its Trustees, agents, and employees from and against any and all claims, demands, and actions, or cause of action, on account of damage to personal property, and personal injury, disease, or death which may result to me from my participation in this program and my exposure to the risks inherent in the program.

I hereby certify that I have read this document, that I am fully familiar with the contents of this document, and that I fully understand its terms and provisions. Any questions that I have about the \_\_\_\_\_ Program and the contents of this document have been fully explained to my satisfaction.

I hereby certify that I am an adult eighteen years of age or older, and I am signing voluntarily and without coercion or pressure to do so.

By signing this document you acknowledge the following:

1. I have adequate health insurance necessary to provide for and pay any medical costs that may directly or indirectly result from my participation in exercise activity.
2. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OR LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or loss or damage to property owned by me, as a result of participation in the Physical Therapist Assistant Program.
3. I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE, Lackawanna College, the Board of Trustees, their officers, servants, agents, and employees from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, through my participation in the \_\_\_\_\_ Program.
4. It is my express intent that this Waiver of Liability/Assumption of the Risk and Release Agreement shall bind my family, if I am alive, and my heirs, assigns, and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge, and covenant not to sue Lackawanna College, its trustees, officers, agents, and employees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.
5. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability/Assumption of the Risk and Release Agreement, understand it and sign it voluntarily; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by the same.

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Signature of Student

Date

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Printed Name and Address

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## Appendix D

### **Lackawanna College PTA Program Grievance Form**

- 1) Grievance from Inside of the Program or College Y / N
- 2) Grievance from Outside of the Program or College Y / N
- 3) Will the individual identify themselves Y / N
  - If yes continue to fill out all contact information in item 4 below
  - If no sign form and keep on file in PTA program director's office with no further action warranted)

### **Contact Information**

Full Name of individual filing complaint

First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Home and/or Cell Phone Number:

(H) \_\_\_\_\_ (C) \_\_\_\_\_

Address:

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Email if available:

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4) **Person or Person's Complaint is against:**

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5) **Summarization of the complaint (including location, date and time if available)**

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6) **Has complaint been resolved: Y / N?**

If yes please detail resolution below, If no and if needed, refer on to the Associate VP for Academic Affairs within 2 days.

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Program Directors Signature\_\_\_\_\_ Date\_\_\_\_\_

## Appendix E.

### Lackawanna College PTA Program

#### Off Campus Educational Experience Agreement (Non-Clinical)

##### Date: Regarding: Location:

This is an informal agreement between the Physical Therapist Assistant Program at Lackawanna College and \_\_\_\_\_ . The \_\_\_\_\_

staff agrees to provide the Lackawanna College PTA program students with an educational experience on site at their center, that includes both a lecture and/or lab component \_\_\_\_\_ hours length of an agreed upon

and content area. The staff also agrees to instruct the students attending this program with any and all necessary safety policies and procedures specific to this site, as well as general directions to the site along with parking options. Further site policy presented will be presented to or provided beforehand at

discretion. Should an emergency occur during these sessions, the staff agrees to assist the faculty and students in direction and carrying out of said policies and procedures.

Likewise the Lackawanna College PTA program agrees to instruct the students within this program and who are attending this educational experience, in all appropriate skills, and professional behaviors required of them prior to participation in this educational experience. Also if requested, at least 1 PTA program faculty will be in attendance during the entirety of the educational sessions on site at \_\_\_\_\_. If \_\_\_\_\_ should choose to change the dates or times of the educational session or cancel this experience all together, it is understood that they will give at least 24 hours' notice. It is also requested that if dates or times need to be changed that \_\_\_\_\_ provide a possible option of rescheduling of the session/s.

Lackawanna College PTA Program Director or ACCE Signature

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

Site Representative for Educational Experience

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

## Appendix F

### **Lackawanna College Division of Health Sciences Student Confidentiality Agreement Form**

The Division of Health Sciences of Lackawanna College has developed this Confidentiality Agreement in order to assist the Clinical Site which has agreed to participate as a clinical/internship site, in maintaining HIPAA Compliance and confidential information. The Student Confidentiality Agreement is an agreement between Lackawanna College, the Health Sciences Program student and the Clinical Site at which a student within the Division of Health Sciences may be completing Clinical or Internship requirements. This agreement applies to all Health Sciences Program functions in which a student may be participating. This agreement also includes any organizations providing electronic resources to the Division of Health Sciences or student. Due to the confidential nature of information, to which I will have access during the routine execution of any duties under the Clinical or Internship requirements.

I, \_\_\_\_\_ understand and agree to the following:  
print name

1. I agree to maintain as confidential all Protected Health Information as defined by HIPAA or any other state or federal legislation which protects such information, all Protected Health Information which includes but is not limited to, patient health information. I will also maintain as confidential all facility or organizational financial information, other matters of a business or proprietary nature such as information about business operations, prospects, business plans or affairs, financial or otherwise, costs, profits, pricing policies, marketing, sales, suppliers, patients, customers, product plans, marketing plans, strategies, or other information related in any other manner to the operations of such Facilities or organizations ("Confidential Information").
2. I understand that as a student/intern of the Lackawanna College PTA Program, I may encounter, have access to, and be responsible for Protected Health Information as defined by HIPAA. I agree to keep all information in strict confidence and will not at any time, during my enrollment period, disclose or disseminate any confidential information that I may be exposed to as a result of my association with any patient, facility or organization. I understand I am obligated to maintain patient confidentiality at all times and agree not to disclose any Protected Health Information related to my participation in the Lackawanna College PTA Health Sciences Program to unauthorized people or use such information for personal gain.
3. I understand that all the medical information/records regarding a patient are Protected Health Information. This information will not be given to other individuals, unless proper authorization is obtained. I understand that it is not appropriate to discuss a patient's care and treatment in public places (e.g. hallways, elevators, cafeteria, etc.) or with people that are not involved in the case or have no reason to know the information and I agree that I will not do so.
4. I have no need to collect, record, or provide to Lackawanna College any information (name, address, telephone number, cell phone number, social security number, e-mail, and social networking contact or avatar) that may be used to identify a specific individual to completing Clinical Internship requirements or documentation.
5. I agree not to disclose any Confidential Information as described in this agreement. I agree to comply with all Hospital Privacy Policies and Procedures including those implementing the HIPAA Privacy Rule.

6. If for any reason I receive a court order or subpoena requiring me to release Confidential information, I will first provide immediate notice to Lackawanna College and the specific Facility or Organization and give Lackawanna College and the specific Facility or Organization a reasonable time in which to respond.
7. I understand this agreement is not a contract for employment but release of any Confidential Information, intentional or unintentional may result in termination of my relationship with a Clinical Site. Violation of confidentiality may result in disciplinary action including termination from the Lackawanna College Division of Health Sciences Department of \_\_\_\_\_ without the possibility of re-enrollment. I am also aware that violations of the Privacy and Confidentiality Laws as outlined in HIPAA and this Agreement may result in legal actions against Lackawanna College, the Clinical Site and myself and may further result in criminal and /or civil liability or fines.
8. As a student of Lackawanna College's PTA Program, I understand that if I have any questions or concerns about the Privacy Rule or disclosure of Protected Medical Information, I agree to ask my Program Director or Clinical Coordinator.
9. The above confidentiality considerations have been explained to me and I was afforded the opportunity to ask questions. I have read and agree to all of the above conditions regarding my status as a student/intern. I understand the importance of privacy and confidentiality of patient and facility and organization related data as outlined in the HIPAA Privacy Rule. My signature below certifies my understanding and agreement of the above requirements and verifies receipt of a copy of this agreement.

Signature Student \_\_\_\_\_ Date \_\_\_\_\_  
Lackawanna College \_\_\_\_\_ Program \_\_\_\_\_

## Appendix G

**Division of Health Sciences**  
*Lackawanna College*  
**Division of Health Sciences**

### **HEP B VACCINATION DECLINATION FORM**

Student Name \_\_\_\_\_

ID# \_\_\_\_\_

(If you have started and not yet finished the Hepatitis B series, please sign the declination. You may rescind the declination once the series is completed and you have updated your information with the program.)

#### **Hepatitis B Vaccination Declination**

I understand that due to my exposure to blood or other potential infectious materials during the clinical portion of my Health Sciences program, I may be at risk of acquiring Hepatitis B virus (HBV) infection. The health requirements for the program in which I am enrolled, as described in the Student Handbook, include the Hepatitis B vaccination series as part of the program's immunization requirements. I have been encouraged by the faculty to be vaccinated with Hepatitis B vaccine; however, I decline the Hepatitis B Vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. By signing this form, I agree to assume the risk of a potential exposure to Hepatitis B virus and hold Lackawanna College, as well as all health care facilities I attend as part of my clinical experiences, harmless from liability in the event I contract the Hepatitis B virus.

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

Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix H

***Lackawanna College***  
***Division of Health Sciences***  
**INFLUENZA VACCINATION DECLINATION FORM**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

### Influenza Vaccination Declination

I understand that due to the nature of health care and the volume of individuals that I may come into contact with, I may be at risk of acquiring an influenza virus. The health requirements for the Health Sciences Program in which I am enrolled, as described in the Student Handbook, include the current influenza vaccination as listed by the CDC or Centers for Disease Control as a requirement of the Health Sciences Programs. Despite being encouraged by the Faculty to be vaccinated, I decline influenza vaccination at this time for the current influenza season. I do understand that by declining this vaccination, I will be at increased risk of acquiring influenza.

By signing this form, I agree to assume the risk of a potential exposure to Influenza and hold Lackawanna College, as well as all health care facilities I attend as part of my clinical experiences, harmless from liability in the event I contract the Influenza virus. In addition, I understand that due to the very contagious nature of the influenza virus, that a Clinical Site or Health Care Setting may not accept my placement if I refuse vaccination.

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

Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix I

### Essential Functions of the Physical Therapist Assistant Program at Lackawanna College

A Physical Therapist Assistant (PTA) is defined by the American Physical Therapy Association as those individuals who “work as part of a team to provide physical therapy services under the direction and supervision of the physical therapist.”<sup>1</sup> The PTA Program at Lackawanna College is dedicated to preparing students for entry-level tasks within this career of physical therapist assisting. In order to hone and master the skills necessary for this career, one must also be able to perform essential functions within the program and within the clinic in a successful manner. It is important for each individual interested in this program to assess these essential functions/technical standards carefully to determine whether or not they would be able to perform such tasks.

At Lackawanna College, we are also dedicated to making reasonable accommodations for those individuals who have disabilities (in accordance with all institutional policies and legalities) in order to provide everyone a chance to successfully complete the program’s essential functions. If a student believes that they require reasonable accommodations to complete essential functions secondary to a disability, it is the responsibility of the student to follow up with Mrs. Christine Kiehart in the academic development office to discuss options. If a reasonable accommodation is agreed upon between the student and institution, then the PTA program would comply with this reasonable accommodation to offer the student an opportunity to meet the essential function in question. It is important to make note that the presence of a disability does not equate to exemption from any essential function of the PTA program, or the requirements of becoming a PTA. Reasonable accommodations do not guarantee the student will then pass every essential functional task or requirements of the program. If the student is unable to successfully complete an essential function of the program as listed below, after reasonable accommodations have been evaluated, decided upon and enacted, the student would then have their acceptance or active status within the program withdrawn.

#### Psychomotor Skills

- a. Lifting
  - i. Lifting and carrying 20-50 pounds, several times per hour (medium duty work)
  - ii. Lifting and moving up to a 200 lb. patient in an assisted transfer
  - iii. Lift, transfer, guard, mobilize, and exercise patients of varying heights and weights, in a time efficient and safe manner, as necessary for clinical practice.
  - iv.
- b. Maintaining proper body mechanics throughout an 8-10 hour work day
  - i. Squatting, pushing, pulling, bending, crouching or stooping several times per hour
  - ii. Pushing and/or pulling objects and equipment weighing up to 100 pounds (medium duty work with sporadic heavy lifting)
- c. Standing for long periods of time (up to seven hours throughout an eight to ten hour shift)
- d. Maintain equilibrium/balance
- e. Reaching overhead, above the shoulder at 90 degrees multiple times throughout a full work day.
- f. CPR/respond to emergency situations
- g. Demonstrate ability to observe and follow universal precautions.
- h. React safely and with appropriate body mechanics to sudden or unexpected movements of patients and /or classmates to prevent harm to self / others

#### Observational/Sensory Skills

- a. Auditory: Have the auditory ability to adequately assess patient and hear/respond to alarms, warnings and calls for help from patients and/or healthcare colleagues
- b. Visual: Utilizing eyesight to observe patients, monitor and set parameters on physical therapy equipment, manipulate equipment and accessories and read patient charts for interpretation of PT or other health care professional’s notes. Observe and interpret changes in patient

- color, temperature, respiratory rate, heart rate, heart and lung sounds, muscle tone, facial expression, and vocal tone/volume.
- c. Tactile: Have the fine and gross motor skills to adjust equipment, apply manual resistance as appropriate and palpate surface anatomy in a way that allows for safe assessment of patient, minimizing risk of injury.
- d. Safety: Observe environmental hazards to ensure safety of self and others.

#### Communication/Social/Behavioral Skills

- a. Verbal and nonverbal effective communication
  - i. Have effective verbal and written communication in English to accurately express or interpret ideas, including appropriate patient documentation
  - ii. Have effective nonverbal communication skills to interact appropriately with patients, caregivers, family members, and other members of the healthcare team
  - iii. Be able to appropriately respond to information gathered from nonverbal behavior of patients/colleagues
  - iv. Have effective verbal and nonverbal communication to adequately communicate patient needs as appropriate
  - v. Relate effectively and sensitively to patients / clients.
  - vi. Function effectively as part of an interdisciplinary team.
- b. Emotional/Behavioral
  - i. Ability to interact appropriately with all patients/family members/colleagues
  - ii. Possess emotional stability to function in an effective manner, being able to adapt in a variety of stressful situations and be receptive to performance feedback/assessment to maintain patient safety
  - iii. Maintain mature and professional relationships with patients, colleagues, faculty/staff in the school and clinical affiliation environment
  - iv. Demonstrate willingness and ability to learn and adhere to the Standards of Ethical Conduct for the Physical Therapist Assistant<sup>2</sup> (please refer to full document within the PTA Student Handbook)
  - v. Provide appropriate emotional and professional responses when working within stressful academic and occupational environments
  - vi. Meet externally-imposed deadlines and time-requirements.
  - vii. Take responsibility for oneself and for one's behaviors (including all actions, reactions and inactions), during the academic and clinical phases of one's education with the intent of developing a plan for professional growth and lifelong learning.

#### Cognitive/Intellectual Skills

- a. Possess the ability to meet all class academic and program academic standards for successful course completion
- b. Understand and be able to implement related regulations and clinical policies and procedures
- c. Have the ability to multitask and prioritize for successful decision making
- d. Demonstrate ability to think critically and take part in independent problem solving for effective patient care and implementation of appropriate PT interventions within the established plan of care and, if required, during emergency situations
- e. Have the ability to assess and collect patient data from patients or in medical records
- f. Have the ability to utilize professional literature effectively to assist in promoting evidence based practice

g. Accurately self-assess performance to continually improve professional skills.

*References:*

1. APTA, <http://www.apta.org/PTACareers/RoleofaPTA/> Social Security Administration. Code of Federal Regulations;
2. [https://www.ssa.gov/OP\\_Home/cfr20/404/404-1567.htm](https://www.ssa.gov/OP_Home/cfr20/404/404-1567.htm); Standards of Ethical Conduct for the Physical Therapist Assistant.  
[http://www.apta.org/uploadedFiles/APTAorg/About\\_Us/Policies/Ethics/StandardsEthicalConductPTA.pdf?navID=10737423626](http://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/Ethics/StandardsEthicalConductPTA.pdf?navID=10737423626) ; University of Delaware Department of Physical Therapy Program Policy Document [https://www.udel.edu/content/dam/udelImages/chs/Documents/PT/CHS\\_PT-Admit-2020-Handbook.pdf](https://www.udel.edu/content/dam/udelImages/chs/Documents/PT/CHS_PT-Admit-2020-Handbook.pdf)

**Please sign below:**

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

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix J

**Lackawanna College  
Physical Therapist Assistant Program**

**Physician Clearance Form:  
Student is Physically Able to Participate Unrestricted within the PTA Program**

**Student Name:** \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Last)

**Student Date of Birth:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ (please print) will be a student in the Physical Therapist Assistant Program at Lackawanna College. The curriculum challenges of a PTA require that an individual be in good health, free from communicable diseases and able to participate in training within physically demanding health care settings.

I certify that \_\_\_\_\_ (please print) is currently under my medical care. My signature below confirms that this person is in good health, free of communicable diseases, and is capable of unrestricted participation that includes the physical demands experienced within the classroom, labs, and clinical site affiliations of a physically demanding health care educational program.

**Physician Signature:**

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

## Appendix K

Lackawanna College Division of Health Sciences Medical Form

## Annual Physical Examination Form

**\*Please reference *Essential Functions Guide***

## Part One:

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

Date of Exam: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Sex:  Male  Female

Name of Physician: \_\_\_\_\_

**DIAGNOSES/SIGNIFICANT HEALTH CONDITIONS (Attach Lifetime Medical History Summary and Chronic Health Problems List)**

**CURRENT MEDICATIONS (Attach a second page if needed):**

Allergies/Sensitivities: \_\_\_\_\_

#### **Contraindicated Medication:**

# Lackawanna College Division of Health Sciences Medical Form

## Part Two: GENERAL PHYSICAL EXAMINATION

Blood Pressure: \_\_\_\_/\_\_\_\_ Pulse: \_\_\_\_ Respirations: \_\_\_\_ Temp: \_\_\_\_ Height: \_\_\_\_ Weight: \_\_\_\_

### EVALUATION OF SYSTEMS

System Name	Normal findings?	Comments/Description
Eyes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ears	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Nose	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mouth/Throat	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Head/Face/Neck	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lungs	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cardiovascular	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Extremities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Abdomen	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Gastrointestinal	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Endocrine	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Musculoskeletal	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Integumentary	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Renal/Urinary	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lymphatic	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Nervous System	<input type="checkbox"/> Yes <input type="checkbox"/> No	

VISION SCREENING	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is further evaluation recommended by specialist? <input type="checkbox"/> Yes <input type="checkbox"/> No
HEARING SCREENING	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is further evaluation recommended by specialist? <input type="checkbox"/> Yes <input type="checkbox"/> No
Part Three : Additional Information		

Lifetime medical history summary reviewed?  Yes  No

Medication added, changed, or deleted (**from this appointment**): \_\_\_\_\_

Special medication considerations or side effects: \_\_\_\_\_

Free of communicable diseases?  Yes  No (**if no, list specific precautions to prevent the spread of disease to others**) \_\_\_\_\_

#### **Lackawanna College Division of Health Sciences Medical Form**

Limitations or restrictions for activities (**including work day, lifting a minimum of 25lbs, standing, and bending**)  No  Yes (**specify**): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Change in health status from previous year?  No  Yes (**specify**): \_\_\_\_\_

Specialty consults recommended?  No  Yes (**specify**) \_\_\_\_\_  
 \_\_\_\_\_

Seizure Disorder present?  No  Yes (**specify type**): \_\_\_\_\_ Date of Last Seizure \_\_\_\_\_

Any Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Name of physician (please print)**

**Physician's Signature**

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

---

**Physician Address**

**Physician Phone Number**

## Appendix L

### LACKAWANNA COLLEGE ACCIDENT INVESTIGATION

Location where Accident Occurred:

Exact Location on Campus: Date of

Report :

Date of Accident:

-----

Time:

Who was injured (Name):

Non-Employee (Student)

Address of Injured:

If the injured is an employee, was Human Resources contacted: Was

Property Damaged?

Description of Damage:

Is the Damaged Property owned by the College? Owner of

Damaged Property, if the College owned: Witnesses to

Incident:

Names and Contact information:

Police Notified?

Incident # (from police): Was

Emergency Medical Services (ambulance)called?

If so, Name of EMS unit:

Description of Events: (Describe in detail)

## **Appendix M**

### **Lab Video Upload Human Subject Consent Informed Consent/Waiver for Participation as Patient**

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I understand that I am volunteering as a standardized patient for the Lackawanna College PTA Program. I acknowledge that if I have a preexisting medical condition or other physical impairment that would prevent my active participation in the event, I will remove myself from participation. I am aware that I will be given specific instructions and will be interviewed/examined by the PTA students (no invasive testing). I have been given a description of my responsibilities, as well as an explanation of risks and benefits. If at any time I feel uncomfortable, I understand that I can stop my further participation in the demonstration. I agree to be recorded and to have my image used for this educational purpose. I agree not to hold Lackawanna College liable should anything unexpected occur during the course of acting as a patient.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Witness \_\_\_\_\_

## Appendix N

### Division of Health Sciences - Waivers for Clinical and Lab Experiences (effective May 2020)

#### Student Waiver Regarding Returning to Clinical Experiences

I, \_\_\_\_\_, understand that I must complete all clinical requirements set forth by Lackawanna College's PTA Program to meet specific course objectives and to complete my course and graduation requirements. If I opt not participate in my clinical experience once directed to do so, I will jeopardize my ability to remain enrolled in and complete the program.

I, \_\_\_\_\_, understand that, during my clinical education placement, I am subject to all screening and protection procedures and protocols as determined by site and that failure to follow screening and safety measures may result in my immediate removal from the site. Any willful disregard of safety protocol will result in immediate program dismissal.

I, \_\_\_\_\_, understand that there are exposure risks inherent in my participation in clinical experiences and agree to release the College and my clinical site from liability in the event of any such exposure.

I, \_\_\_\_\_, understand that PPE may be a requirement at my clinical site and that if no PPE is available to me at my site, I will have to secure my own PPE.

#### Student Waiver Regarding Lab Experiences

I, \_\_\_\_\_, understand that I must complete all lab hours and skill demonstration/competency requirements set forth by Lackawanna PTA Program to complete the requirements of each course and progress within the program. If I opt not to participate in lab activities, I understand that I will jeopardize my ability to remain enrolled in the program and complete graduation requirements.

I, \_\_\_\_\_, understand that, upon using the College's labs, I am subject to all screening and protection procedures and protocols as determined by the College and that failure to follow screening and safety measures may result in my immediate removal from the lab and, potentially, the program. Any willful disregard of safety protocol will result in immediate program dismissal.

PPE requirements may include masks, gloves, and, possibly, gowns (program/lab dependent).

I, \_\_\_\_\_, hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE, Lackawanna College, the Board of Trustees, their officers, servants, agents, and employees from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, through my participation in the PTA Program.

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Student Signature

Date

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## Appendix O

**Lackawanna College  
Health Sciences Division**

**COVID-19 VACCINATION DECLINATION FORM**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

**COVID-19 Vaccination Declination**

I understand that due to the nature of health care and the volume of individuals that I may come into contact with, I may be at risk of acquiring a COVID-19 virus. The health requirements for the Health Sciences Program in which I am enrolled, as described in the Student Handbook, include the current COVID-19 vaccination as listed by the CDC or Centers for Disease Control as a requirement of the Health Sciences Programs. Despite being encouraged by the Program Staff to be vaccinated, I decline the COVID-19 vaccination at this time for the current academic year. I do understand that by declining this vaccination, I will be at increased risk of acquiring COVID-19.

By signing this form, I agree to assume the risk of a potential exposure to COVID-19 and hold Lackawanna College, as well as all health care facilities I attend as part of my clinical experiences, harmless from liability in the event I contract the COVID-19 virus. In addition, I understand that due to the very contagious nature of the COVID-19 virus, that a Clinical Site or Health Care Setting may not accept my placement if I refuse vaccination.

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

Program Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix P

### **LC PTA Program Critical Skill Proficiency Remediation Reflection (updated 6/23)**

Purpose: *The instructor must fill out this form upon failure of a critical skill. The student must then fill out their part and meet with the Program Director/ACCE prior to scheduling a remediation of the skill. The Program Director/ACCE must approve the student's plan for remediation before a skill remediation can be scheduled. This form is intended to encourage the student to honestly reflect on their performance and allow for an increased chance of success in the subsequent trial.*

*Please refer to the LC PTA Student Handbook and the individual course syllabi for the entire remediation policy.*

Process:

1. *The grading instructor will fill out the top portion of this form and email it to the student for completion.*
2. *The student will complete their portion of the form, and submit it to Canvas under the appropriate course and assignment.*
3. *The PD/ACCE will review the document, and schedule a meeting with the student to discuss the remediation plan. The plan must be approved and the assignment marked as "complete" in Canvas before a remediation can be scheduled.*
4. *The remediation will be graded as per the programmatic policy. The Remediation Policy Sign Off sheet will be completed prior to the remediation, and will be uploaded to Canvas by the PD.*

Name:

Course:

Skill to remediate:

Course Instructor:

1. Please list/describe the skill that requires remediation and the reason for the initial failure.
2. Please state any recommendations for remediation.

Student:

1. Please state, in your own words, the reason for the initial failure.
2. Please state your plan for remediation—how will you prepare differently to make this attempt successful?