



— ★ DREAMS BEGIN HERE ★ —

Department of Allied Health, Mental Health and  
Human Services

Physical Therapist Assistant Program

## **STUDENT HANDBOOK**

Kingsborough Community College  
2001 Oriental Blvd.  
Brooklyn, New York 11235

**KINGSBOROUGH COMMUNITY COLLEGE  
OF  
THE CITY UNIVERSITY OF NEW YORK**

**PHYSICAL THERAPIST ASSISTANT PROGRAM  
STUDENT HANDBOOK**

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## Welcome

Dear Student,

Congratulations upon your enrollment in the Physical Therapist Assistant Program here at Kingsborough. You have demonstrated a combination of academic success, personal attributes, and career awareness that forecasts success in completing our challenging program. The faculty is dedicated to providing you with the highest quality physical therapist assistant education and is eager to meet your needs and facilitate your success.

This handbook is designed to introduce you to the Physical Therapist Assistant Program. It includes relevant policies and procedures related to: curriculum, program goals, academic requirements, clinical education, student responsibilities and skills assessment. This handbook is meant to be an easy reference source in guiding you through the program.

Once again, on behalf of the faculty and myself, please accept our heartiest congratulations on your enrollment. We look forward to a mutually rewarding relationship as we navigate the byways of physical therapist assistant education.

Sincerely,

The PTA Faculty

**Kingsborough Community College  
of  
The City University of New York**

**Department of Allied Health, Mental Health and Human Services  
Physical Therapist Assistant Program**

**Program Mission, Philosophy and Goals**

**Program Mission**

**The mission of the Physical Therapist Assistant program at Kingsborough Community College of the City University of New York is to: develop well qualified entry level physical therapist assistants who reflect the ethnic and cultural diversity of the community which the college serves and who function under the supervision of the physical therapist in a variety of physical therapy settings, capable of providing physical therapy interventions as outlined by the physical therapist to the satisfaction of the physical therapist. Further, the program will provide graduates who meet standards for licensure or registration as a physical therapist assistant in a variety of states. Additionally, the program's mission includes meeting the accreditation standards of the Commission on Accreditation in Physical Therapy Education for Physical Therapist Assistant Programs.**

**Program Philosophy**

The philosophy of the Physical Therapist Assistant Program encompasses the philosophy of Kingsborough Community College.

As faculty members functioning in a public community college, we believe that we have a responsibility to our students and to the community at large. Our goal is to provide entry level physical therapist assistants who are safely and ethically employable in a variety of patient care settings; and who are sensitive to the medical needs, and diversity of the communities which the college generally serve; and upon graduation will use their training to the benefit of those communities and the general population.

Further, demonstrative of this philosophy, faculty must be proactive in honing, sharpening, and maintaining their skills, both in the clinic and academy. Faculty are encouraged and indeed required to complete continuing education courses, engage in clinical practice, and participate in data collection and analysis of student/applicant performance. Additionally, faculty are encouraged be involved in a variety of professional associations, committees, and commissions, participate in community activities that promote physical therapy and the program, as well as participate in evidence based curricular modifications to better serve students.

Therefore, we affirm the following:

1. We must offer students opportunities for developing competency in a variety of areas: communication skills, personal skills, problem solving, critical thinking and reading, individual physical therapy patient services, administration, in addition inter/intradisciplinary communication with the physical therapist and other health care professionals.
2. Students learn and demonstrate learning in a variety of styles and possess different capacities

for growth; therefore, we strive to provide a range of teaching methods, instructional materials, varied, fair and objective evaluation methods, clinical experiences, computer and video assisted learning, counseling and other support services.

3. As well as providing entry level physical therapist assistant education, the program should serve as a bridge between the clinic and academy. Aspects of the program are fashioned in such a way that it may be viewed as an accessible resource center for practicing clinicians.
4. Our students must continue lifelong learning in order to stay abreast of changes in the field and to offer the community at large the best possible physical therapy services.
5. Our primary responsibility is to the patients our students will serve. Thus, we graduate only those students who demonstrate competency in skills and behaviors as outlined by the program faculty.
6. An important aspect of total education is to encourage professionalism and participation in professional organizations for physical therapy.

### **Program Goals**

To provide physical therapist assistant education to a culturally diverse student body.

To provide the student with a well-rounded general education, including courses which are transferable.

To meet the degree requirements of New York State and Kingsborough Community College.

To provide the technical material in an educationally sound manner, such that:

- a. Techniques which may be applied in the clinic are learned before the first affiliation.
- b. Anatomy, physiology, pathology, and disease entities are presented throughout the curriculum.
- c. Kinesiology and basic therapeutic exercises are taught regionally and coordinated with the students' knowledge of pathophysiology and techniques previously learned.
- d. Reinforcement occurs in the laboratory via a custom evaluative system, including graded oral presentations, practical examinations, note writing and medical terminology exercises as well as medical record interpretation exercises.
- e. Advanced techniques and concepts are presented late in the curriculum.
- f. The student learns to respect the patient's dignity and safety and are sensitive to the principles of justice, equity, diversity, and inclusion (JEDI) that are incorporated throughout the curriculum.
- g. The student serves patients under the direction of the physical therapist by administering exercises, physical agents, assistive and supportive devices, and other intervention procedures designed to maintain and restore strength, coordination and endurance, promote healing, relieve pain and improve functional independence.
- h. The student teaches patients' families and other health workers to perform activities as directed by the physical therapist.
- i. The student learns to assist the physical therapist in more complex treatment procedures.
- j. The student learns to perform basic assessment techniques such as goniometry, manual muscle testing, leg/muscle length, sensation, etc.

- k. The student learns to be sensitive to patients' non-verbal behavior as it relates to their reaction to the interventions provided
- l. The student is aware of the importance of clear, concise verbal and written communication and recognizes the effect of his/her communication behavior on others.
- m. The student can describe his role to others, maintain a safe environment in the clinic, assist the therapist in administrative duties, and maintain ethical and legal conduct in the clinic.
- n. The student is prepared to provide physical therapy services in the contemporary environment taking into account the appropriate use of technology, evolving clinical knowledge, changes in administrative practice patterns, and fiscal/political policies.
- o. The student is able to perform a self-assessment and is able to construct his/her own personal development plan.
- p. The student supports the physical therapy profession by describing physical therapy to the community, conducting meetings, participating in health planning, recognizing major social issues, and joining the A.P.T.A. as Student Affiliate Members.
- q. The student performs research activities, reviews and critiques existing physical therapy research studies and demonstrates an understanding of the importance of lifelong learning.

These goals are consistent with and reflective of the program faculty's analysis of the physical therapist assistant's role in health care. These goals are periodically reviewed in a formal process to determine effectiveness in attainment, as well as significance. The courses contained in the curricula include specific behavioral objectives designed to meet the above goals as outlined.

**\*It is the policy of The City University of New York and the constituent colleges and units of The University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence.**



**Kingsborough Community College  
of the  
City University of New York  
Physical Therapist Assistant Program**

**CURRICULUM**

**Fall Semester**

BIO 11-Human Anatomy and Physiology I	4 credits
ENG 12-Freshman English I	3credits
MAT 20-Elements of Statistics	3 credits
PSY 11-General Psychology	3 credits
Total	13 credits

**Spring Semester**

PTA 10-Introduction to Physical Therapy	3 credits (3 hr. lee.)
PTA I-Foundations of Physical Therapy I	3 credits (1 hr. lec/4 hr. lab)
PTA 2-Kinesiology and Applied Anatomy	4 credits (2 hr. lec/4 hr. lab)
PTA 20-Pathology	3 credit (3 hr. lee)
Total	13 credits

**Summer Module**

PTA 3-Foundations of Physical Therapy II	3 credits (1 hr. lec/4 hr. lab) (hours doubled for module)
Total	3 credits

**Fall Semester**

PTA 4-Modalities and Procedures I	5 credits (2 hr. lec/6 hr. lab)
PTA 5-Therapeutic Exercise	5 credits (2 hr. lec/6 hr. lab)
BIO 12-Human Anatomy and Physiology II	4 credits
Total	14 credits

**Winter Module**

PTA 6 Clinical Practicum I	3 credits
Total	3 credits

**Spring Semester**

PTA 7-Modalities and Procedures II	4 credits (2 hr. lec/4 hr. lab)
PTA 8-Selected Topics	5 credits (2 hr. lec/6 hr. lab)
PTA 25-Interactions in the Clinic	3 credits (1.5hr. lec/2 hr. lab)
ENG 24-Freshman English II	3 credits
SPE 21-Effective Public Speaking	3 credits
Total	18 credits

**Summer Module**

PTA 9-Clinical Practicum II	3 credits
Total	3 credits

**Total Credits**

**68 Credits** (1 credit to be determined)



## **Course Descriptions**

### **PTA 1- Foundations of Physical Therapy**

This course is designed to introduce students to medical terminology and abbreviations, effective documentation, and interpretation of physical therapy documents. Students are introduced to multimedia documentation strategies. Students are also introduced to basic skills and competencies including range of motion, vital signs monitoring, body mechanics, lifting techniques, bed mobility/draping, and transfer activities.

### **PTA 2-Kinesiology and Applied Anatomy**

This course is designed to introduce the student to the anatomy of musculoskeletal system as well as basic kinesiology concepts. Joint goniometry is presented. The course emphasizes: the role and nature of muscles, muscular origins and insertions, articular function and structure.

### **PTA 10-Introduction to Physical Therapy**

This course introduces the student to the physical therapy profession. Topics include: the history of physical therapy, pertinent laws of practice, code of conduct, the role of the professional association, the role of the physical therapist and physical therapist assistant, definition of the rehabilitation population, communication skills and psycho-social aspects of disabilities.

### **PTA 20- Pathology**

This course introduces the student to common pathologies managed, in part, by physical therapy. The course is divided into four distinct units of: orthopedic, neurological, cardio-pulmonary, and acute medical conditions. The course presents general overviews of common pathologies including anatomical and physiological considerations, etiologies, and physical therapy management.

### **PTA 3- Foundations of Physical Therapy II**

This course is a continuation of PTA 1 and introduces the student to gait deviations and ambulation activities using assistive devices and guarding techniques. Wheelchair activities are also presented. This course begins to consider the rehabilitation population including the effects of aging and the geriatric patient.

### **PTA4-Modalities and Procedures I**

This course is designed to introduce students to physical therapy thermal modalities including physiological principles, indications, precautions, and contraindications. The origins and management of pain are also discussed. This course also introduces the student to basic assessment techniques necessary to evaluate the efficacy of therapeutic interventions, and the maintenance of patient safety including length and girth assessments, height and weight measurements, as well as integument, basic balance, and sensation assessments. Emphasis is also placed on effective patient/family communication and education.

### **PTA 5-Therapeutic Exercise**

This course is designed to introduce students to therapeutic exercise techniques. Manual muscle testing is presented and practiced. Topics including resistive exercise, passive stretching, and range of motion techniques are studied. Students are introduced to therapeutic exercise equipment such as computerized isokinetic testing and exercise systems, variable resistance and other free standing resistive exercise equipment, ergometers, treadmill, and basic exercise equipment including cuff weights and elastic resistive equipment. Therapeutic exercise techniques are studied by anatomical regions.

### **PTA 6-Clinical Practicum I**

This course represents the students' initial full- time clinical experience as assigned by the Academic Coordinator of Clinical Education. Under the supervision of clinical faculty at a facility providing physical therapy services, the student interacts with patients, provides physical therapy treatment, and assists the therapist in measurements and complex procedures. The student applies his/her knowledge and practices the skills of transfer and gait training, thermal agents, and therapeutic exercise. This practicum is eight weeks in duration and includes clinical experience in two physical therapy settings (four weeks each). A student must be assessed as being competent in all previous course work prior to the first clinical practicum.

### **PTA 7 - Modalities and Procedure II**

This course includes the basis of physical therapy modalities of electricity along with physiological principles, indications, contraindications, and precautions. The course also introduces the student to pulmonary toilet, phototherapy, and therapeutic massage.

### **PTA 8- Selected Topics**

This course presents selected topics related to the physical therapy management of pathology. These topics include normal motor development, neuro-development techniques, proprioceptive neuromuscular facilitation, back pathologies and interventions, orthotic management, amputee and prosthetic management, basic concepts in pharmacology and administrative topics. Additionally, this course reviews and presents ethical and legal issues including sexual harassment and misconduct, and multicultural sensitivity. Application of all previously learned material in the classroom, laboratory and clinical setting is also facilitated.

### **PTA25-Interactions in the Clinic**

This course simulates the clinical environment using specific role-playing activities related to the administration of physical therapy services, PT/PTA interactions, ethical challenges, interdisciplinary communication and other relevant issues. Students will engage in peer assessment of skills, mock person to person and telephone contact activities, independent research and reporting of pathological conditions and associated sequelae, and clinical documentation. The purpose of this course is to enhance student preparation for the final clinical affiliation and ultimate job entry.

### **PTA 9- Clinical Practicum II**

This course represents the students' concluding full-time clinical experience as assigned by the Academic Coordinator of Clinical Education. Under the supervision of clinical faculty at a facility providing physical therapy services, the student interacts with patients, provides physical therapy treatment, and assists the therapist in measurements and complex procedures. The student applies his/her knowledge and practices the skills of transfer and gait training, physical agents and modalities, and therapeutic exercise. The students' skills and competence in these areas are assessed by the program faculty prior to participation in this course. A student must be assessed as being competent in all previous course work prior to participating in this clinical practicum. This practicum is eight weeks in duration and occurs at one clinical site.

**The Clinical Symposiums:** This series of three meetings is designed to assist graduates in continuing their studies in preparation for the NPTE licensing exam. The meetings are scheduled in the early evening and attendance is voluntary. The discussions are centered on clinical information and skills that can assist in successfully passing the exam and assisting in studying and preparation based on scores achieved by students on practice examinations. The faculty strongly advises attendance at the symposiums. The schedule is discussed during PTA 9.

**Kingsborough Community College  
of  
The City University of New York**

**Department of Allied Health, Mental Health and Human Services  
Physical Therapist Assistant Program**

**Grading Policy  
Minimal Performance Levels**

**Policy:**

In continuing efforts to accomplish our mission of educating a well-qualified entry level physical therapist assistant; and in keeping with the knowledge that our graduates and students will be expected to perform competently and safely within the clinic, it is crucial that strict academic standards are maintained. In the best interest of the student and in consideration of the safety of the general public, students within the program must perform, minimally, at the “Fair or Average” level (grade of 70% designated as a C by the program). Given these acknowledgments, the following grading procedures will be in effect.

**Procedure:**

1. In order to begin either full-time clinical affiliation the student must have satisfactorily completed all subsequent program course work with a grade of C or better.
2. In order to earn a passing grade in each course the student must be assessed as at least competent in all identified skills as listed on the Student Proficiency Profile and assessed via the specific course skills checklist form.
3. The student must earn a grade of C or better on all comprehensive final examinations. Further, students must pass all final comprehensive laboratory practical examinations with a grade of C or better demonstrating appropriate safety awareness while performing therapeutic interventions as certified by the examining instructor.
4. In the event that a student receives a grade of less than C in any PTA program course or on a comprehensive final examination, the student must repeat the course. A course may only be repeated once. No more than two (2) required PTA courses can be repeated because of an unsatisfactory initial grade.
5. A student receiving a grade of less than C, W (withdrawal), or INC (incomplete) in any PTA course will be prohibited from progressing in the program until successfully completing the course.
6. If more than a semester has gone by prior to a student repeating a course the student must demonstrate competency in all prior course work before progressing in the program.

7. Any student repeating a course must complete all phases of didactic, laboratory and clinical components with a grade of C or better.
8. Make up tests or quizzes will be administered at the discretion of the faculty.
9. This policy is meant to apply specifically to all courses designated with the three letters PTA, as opposed to those courses with other designations.

**Kingsborough Community College  
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Physical Therapist Assistant Program**

**Grading Grievance**

**Policy:**

In accordance with ensuring the student's due process and in accordance with college regulation a student will have the opportunity to appeal a final grade. Outlined below is the appeal process.

**Procedure:**

1. Any appeal of a final grade must occur no later than the end of the semester following that in which the grade was given.
2. Students must first appeal the grade to the instructor who issued the grade.
3. If the student is not satisfied with the results of the instructor's appeal, then the student must appeal to the Department Chair.
4. If still unsatisfied the student can appeal, in writing to the Chair of Committee of Academic Review.
5. If still dissatisfied, the student may request an appointment in the Office of the Provost for further appeal.
6. Steps 2-5 are consistent with the procedures as outlined in the college's Student Handbook.
7. To prevent any exam compromise, final exams given during the program shall not be redistributed to the students after the exam is completed. After the exam is given, the faculty conduct an item analysis of every question and considerations are given to the effectiveness of each individual question. Exams are retained for review by the Program Director and will remain in the possession of the Department. Faculty will be available to review exams at a mutually agreeable, specified time during office hours. No recording of exam review is permitted at any time. You will be allowed to review your scantron along with a blank copy of the exam and the professor will have an exam key. The original copy of the exam will not be available and your recorded answers on the scantron sheet will serve as your final answer.

**Kingsborough Community College  
-Of-  
The City University of New York**

**Department of Allied Health, Mental Health and Human Services  
Physical Therapist Assistant Program**

**Confidentiality Policy**

Policy: The PTA program strives to protect the privacy of all its students. The program complies with university policies with the Federal Education Rights and Privacy Act of 1974, the Health Information Privacy Act, and the bylaws of the City University of New York.

Procedure:

1. All student medical information is maintained in a secure area and only shared with student written permission.
2. Student academic information is securely maintained.
3. Academic information related to course grades, clinical performance, progression through program and related matters are privately shared.
4. Students are encouraged to meet as necessary with faculty to discuss any private issues that may affect academic or clinical performance.
5. Students are instructed in the importance of complying with the Health Information Privacy Act in both clinical and laboratory activities. In addition, the case of patient participation in laboratory activities, students are instructed to refrain from the use of all personal information during note taking.
6. In the event that guests with disabilities or pathological conditions address students during laboratory or other classroom experiences for educational purposes, the program will make every effort to protect the individual's privacy. Other than basic attendance data, the program will not maintain any guest medical/personal information. Students are instructed not to use the guest's name in any note taking.

**Kingsborough Community College  
of  
The City University of New York**

**Department of Allied Health, Mental Health and Human Services  
Physical Therapist Assistant Program**

**Student Incidents / Complaints**

**Policy:**

Student incidents/complaints by students, community and/ or faculty members shall be formally addressed.

**Procedure:**

1. Student complaints should first be discussed with the individual instructor.
2. Any unresolved incident/complaint should be brought to the attention of the Director via a formal meeting.
3. The Program Director will discuss each incident/complaint with the parties involved. Each meeting will be documented.
4. Providing the incident/complaint can be resolved by the Program Director, this resolution will be documented and a file will be maintained in a secure area.
5. If the incident/complaint is unresolved, the parties involved may then speak with the Chairman of Allied Health and Mental Health and Human Services.
6. If the incident/complaint continues to be unsettled with the comments from the Chairman, the involved parties may write to the Dean of Health Programs or other appropriate college administrator.
7. Any remaining unresolved incident/complaint may be taken up during an appointment in the Office of the Provost.
8. Students may also choose to speak to a counselor at any point or throughout the process.
9. If a student wishes to file a complaint with CAPTE, the program will provide appropriate contact information.





**Kingsborough Community College  
of  
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**Department of Allied Health, Mental Health and Human Services  
Physical Therapist Assistant Program**

**Student Retention**

**Policy:**

The faculty is committed to the graduation of its students. The faculty is aware that student retention is essential to the accomplishment of the program's goals and objectives. Additionally, the faculty is aware that concrete retention strategies must be in place to maximize the potential of academic success. Further, the faculty believes that student retention is positively affected when the student is afforded opportunities to: readily seek faculty counseling, receive regular feedback on academic progress, be involved in collaborative learning with fellow students, and engage in independent study. The following procedures are designed to assist in the retention and success of the students enrolled in the physical therapist assistant education program.

**Procedure:**

1. All students will be assigned a faculty advisor.
2. Student learning styles and preferences will be assessed via a standardized tool.
3. The results of the learning styles and preferences assessment will be shared with students and serve as an academic counseling tool.
4. Each class will be divided into formal study groups of 4-6 students. The formation of informal study groups will be encouraged by all faculty.
5. Study groups will be assigned taking into consideration the students' extracurricular obligations, class schedule, etc.
6. Faculty members will assign projects including: literature reviews, laboratory exercises, and case presentations, to formal study groups and grade the groups' performance.
7. Graded group assignments will be factored into the students' individual grade.
8. Faculty members will meet at least twice per semester with their assigned group(s) and as many times as needed with individual students.

9. Study groups will be encouraged to meet regularly and collaborate on appropriate assignments.
10. Study groups and individual students will be allowed “free” supervised laboratory time to practice techniques and explore areas of interest.
11. Each first-year student will be assigned a second-year student mentor.
12. Second year students will be provided training for effective mentoring.
13. The program, through comprehensive assessment activities, monitors factors and trends that may affect retention including, student education levels, standardized test scores, levels of experience, etc.



**Kingsborough Community College  
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**Department of Allied Health, Mental Health and Human Services  
Physical Therapist Assistant Program**

**Assessment of Student Competency**

**Policy:**

The academic faculty must insure and certify that prior to being sent into the clinic, students are competent in the safe application of physical therapy procedures and techniques. The academic faculty will implement varied techniques in assessing the students' competency. The faculty will be responsible for transmitting their assessment to the clinical sites, providing remedial assignments, and recommending (non) progression to the clinical education phase of education.

1. Faculty formally assess each student's competency in the performance of physical therapy skills and techniques enumerated on the Student Proficiency Profile.
2. Faculty use a custom standard tool in the assessment of student competency (course specific skills checklist forms.)
3. Competency testing occurs in the laboratory sections of each PTA course. Students must be assessed as competent in all designated skills to progress to the clinical education phase.
4. Competency assessment is accomplished via formal practical examinations and observations.
5. Faculty completes a Student Proficiency Profile for each student, which documents students' competency levels in the performance of physical therapy techniques.
6. Prior to the start of any clinical placement, faculty formally certify that each student is competent in the performance of physical therapy techniques.
7. A student assessed as not competent in specific skills will be re-assessed prior to the end of the course.
8. A faculty member may assign and supervise remedial activities to ameliorate deficiencies in the application of physical therapy techniques.
9. Student proficiency profiles will be transmitted to the clinic prior to the start of the clinical affiliation period.

Skill	Skill Instruction		Assessment		Ini.	Comments
	Date	Faculty	Date	*C/P/U		
<b>PTA 1</b>						
Uses and understands						
medical terminology						
Documents observational						
experiences.						
Analyzes long and short term						
Goals						
Monitors vital signs						
Uses proper body mechanics						
during lifting activities						
Observes and analyzes						
components of normal						
and pathological gait						
Effectively reports to super-						
vising physical therapist.						
<b>PTA2</b>						
Accurately performs joint						
goniometry for the:						
Shoulder:						

Elbow:						
Wrist/Hand:						
Hip:						
Knee:						
Ankle:						
Palpates soft tissue and bony landmarks of the:						
Skill	Skill Instruction		Assessment			Comments
	Date	Faculty	Date	*C/P/U	Ini.	
Shoulder:						
Elbow:						
Wrist/Hand:						
Hip:						
Knee:						
Ankle:						
Effectively reports to supervising physical therapist.						
<b>PTA3</b>						
Performs proper patient draping techniques						
Performs bed mobility Techniques						
Teaches bed mobility						
Performs basic transfers using proper body mechanics						

Teaches transfers including:						
Stand pivot:						
Sliding board:						
Lifts:						
Other:						
Accurately measures/fits crutches, walkers, and canes						
Employs proper guarding Techniques						
Uses universal precautions						
<b>Skill</b>	<b>Skill Instruction</b>		<b>Competency Assessed</b>			<b>Comments</b>
	Date	Faculty	Date	*C/P/U	Ini.	
Teaches gait with assistive devices including:						
Walkers:						
Crutches:						
Canes:						
Teaches stair climbing with assistive devices:						
Teaches wheelchair Mobility						
Performs safety Assessments						



Effectively reports to supervising physical therapist.						
<b>PTA4</b>						
Performs basic assessments of:						
Pain:						
Limb girth:						
Limb length:						
Sensation:						
Able to apply:						
Hot/cold packs						
Paraffin						
Infrared						
Fluidotherapy						
Shortwave Diathermy						
<b>Skill</b>	<b>Skill Instruction</b>		<b>Competency Assessed</b>			<b>Comments</b>
	Date	Faculty	Date	*C/P/U	Ini.	
Ultrasound						
Administers hydrotherapy for:						
Wound healing						

Thermal Effects						
Applies sterile technique						
Teaches effects and uses of thermal modalities						
Performs physical therapy treatments using thermal modalities and therapeutic Exercise						
Effectively reports to supervising physical therapist.						
<b>PTA5</b>						
Define the benefits of exercise.						
Accurately performs manual muscle testing of major extremity musculature						
Performs therapeutic exercise techniques for the:						
Shoulder						
Active:						
Passive:						
Resistive:						

Skill	Skill Instruction		Assessment			Comments
	Date	Faculty	Date	*C/P/U	Ini.	
Elbow						
Active:						
Passive:						
Resistive:						
Wrist & Hand						
Active:						
Passive:						
Resistive:						
Hip						
Active:						
Passive:						
Resistive:						
Knee						
Active:						
Passive:						
Resistive:						
Ankle/Foot						
Active:						
Passive:						
Resistive:						
Organizes exercise programs						
appropriately, considering						
pathological conditions.						

Teaches therapeutic exercises to peers and instructor.						
Conveys information about exercise program and patient status to supervising therapist.						
<b>Skill</b>	<b>Skill Instruction</b>		<b>Competency Assessed</b>			<b>Comments</b>
	Date	Faculty	Date	*C/P/U	Ini.	
Documents therapeutic exercise treatment including: patient response, activity and progression.						
Uses therapeutic exercise equipment safely.						
Selects therapeutic exercise equipment consistent with pathological conditions.						
Effectively reports to supervising physical therapist.						
<b>PTA7</b>						
Applies electrical						

modalities, including:						
Low Voltage Galvanic Stim.						
Low Voltage Faradic Stim.						
High Voltage Galvanic Stim						
interferential Stim.						
TENS						
Iontophoresis						
EMG Biofeedback						
Skill	Skill Instruction		Competency Assessed			Comments
	Date	Faculty	Date	*C/P/U	Ini.	
Teaches effects and uses						
of the following modalities:						
Low/ High Voltage Stim.						
interferential Stim.						
TENS						
EMG Biofeedback						
Iontophoresis						

Mechanical Compression						
Ultraviolet						
Applies Ultraviolet						
Treatment						
Applies Mechanical						
Compression						
Performs Postural Drainage						
Performs Vibration and						
Percussion techniques						
Teaches breathing						
Techniques						
Performs basic therapeutic						
massage techniques						
Effectively reports to super-						
vising physical therapist.						
	Date	Faculty	Date	*C/P/U	Ini.	
<b>PTA8</b>						
Performs basic neuro-						
developmental techniques						
Performs basic proprio-						

ceptive neuromuscular facili-						
itation techniques.						
Performs balance enhance-						
ment activities.						
Performs physical therapy						
treatments for the manage-						
ment of back pain.						
Applies mechanical traction.						
Performs orthotic training						
activities.						
Teaches self-care and safety						
precautions as it relates to						
orthotic management.						
Performs prosthetic training						
activities including:						
Pre-prosthetic training						
Teaches amputee/prosthetic						
care:						
Prosthetic gait training:						
Performs treatments as						
prescribed in orthopedic						
protocols.						

Skill	Skill Instruction		Competency Assessed			Comments
	Date	Faculty	Date	*C/P/U	Ini.	
Teaches self-care and safety precautions related to orthopedic conditions.						
Effectively reports to supervising physical therapist						
Other:						



**Kingsborough Community College  
Of  
The City University of New York**

**Allied Health Department  
Physical Therapist Assistant Program**

**Laboratory Procedures and Safety Rules for PTA Courses**

The following will be distributed to students and review by the instructor at the first lab sessions of **PTA 1, PTA 2, PTA 3, PTA 4, PTA 5, PTA 7, PTA 8, and PTA 25**

1. Smoking, Eating, and Drinking are not allowed in the laboratory.
2. Students will note the location of eye wash stations, chemical spill kits, fire extinguishers, exits and evacuation routes.
3. Students will note the location and proper use of the MSDS manual.
4. Students must store all outer garments and non-essential texts in their assigned locker.
5. Students must wear appropriate clothing as specified by the instructor.
6. Students must conduct themselves in a professional, ethical, and morale manner while in the laboratory.
7. All class laboratory sessions must be appropriately supervised by faculty. The faculty to student ratio in laboratories will not exceed 1:16.
8. All non-class laboratory sessions must be supervised by at least one program faculty member.
9. There will be no student use of equipment unless directly supervised by a licensed physical therapist or physical therapist assistant faculty member.
10. Laboratory tables and/or plinths must be clear of all items except the laboratory manual/handout and a notebook.
11. Students will wash their hands before and after the performance of all procedures.
12. Students will practice and maintain proper draping techniques at all times.

13. Use of therapy equipment or performance of a therapeutic technique by students will only occur following review of precautions, indications, contraindications and demonstration by the instructor.
14. Students must report the discovery of malfunctioning equipment immediately to the instructor.
15. Students must immediately report any untoward physical reactions to any laboratory activity.
16. If students are unsure of a particular procedure, they must obtain clarification from the instructor before proceeding.

**I have read the above laboratory regulations and understand them.**

\_\_\_\_\_  
**Signature**\_\_\_\_\_

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

\_\_\_\_\_  
**Course/Section**\_\_\_\_\_

**Kingsborough Community College  
of  
The City University of New York**

**Department of Allied Health, Mental Health and Human Services  
Physical Therapist Assistant Program**

**Human Subjects for Educational Purposes**

**Policy:**

The nature of physical therapist assistant education requires that students practice physical therapy techniques and procedures on each other. Given this nature, it is imperative that students are informed of indications, contraindications, physiological effects, and precautions of various techniques prior to participating in demonstration and practice. The physical therapist assistant program informs students of the above prior to their participation as a human subject for educational purposes.

**Procedure:**

1. Prior to the start of each laboratory section, the instructor reviews and distributes the informed consent form with all students.
2. The informed consent form states that prior to the participation in any laboratory activity the student must be fully informed of the physiological effects, indications, contraindications, and precautions of any procedure or technique. The document also states students' rights as it relates to participation refusal, based on the information provided.
3. Students may record peer performances for educational purposes; however, students must obtain permission from both the peer and instructor to do so. Students must have the same permission if posting recordings to social media or web-based outlets.
4. Students must treat peers and faculty with positive regard, dignity and respect. Failure to do so may result in disciplinary action as per college policy.
5. Students are required to sign the informed consent document. The program will maintain and file the informed consent documents.
6. These procedures, including the signing of detailed informed consent form apply to outside individuals who may participate as human subjects for educational purposes.

Kingsborough Community College  
-of-  
The City University of New York

Department of Allied Health  
Physical Therapist Assistant Program

Laboratory Consent Form

PTA \_\_\_\_\_

I understand that as a Physical Therapist Assistant Student I am required to learn, perform and master a variety of clinical skills. I further understand that in order to accomplish this, I must practice these skills on or with my peers and instructional program faculty.

The Program's instructional faculty has the responsibility to inform me of all indications, contraindications and physical consequences associated with all learned clinical skills and activities.

If I deem any skill or activity is detrimental to my health or incompatible with my cultural or religious beliefs, I have the right to demonstrate competency in an alternate fashion as determined by the instructional faculty.

I also understand that I may record my peers performing laboratory/academic activities only with permission of both peer(s) and the course instructor. The same permission is required if posting recordings to any social media or web-based outlet.

I have read and understand this consent form. Any further questions will be answered by instructional faculty.

Student Name (print) \_\_\_\_\_

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

Signature of Instructional Faculty \_\_\_\_\_ Date \_\_\_\_\_

## **LIABILITY INSURANCE**

All physical therapist assistant students are required to maintain liability insurance during clinical practicum. Specifically, the agreement between the clinical facilities and the college reads as follows:

The College will require that each student, prior to being permitted to commence a clinical experience, provide proof to the College (in the form of a copy of an insurance policy or a copy of the receipt for the paid premium therefor) that the student is covered by a policy of professional liability insurance in the amount of no less than one million (\$1,000,000.00) dollars per occurrence and three million (\$3,000,000.00) dollars in the aggregate. Said policy shall remain in full force and effect during the term of such student's clinical experience. Neither the University nor the College shall have any further responsibility with respect to the insurance of students.

Liability insurance applications will be completed in class and students are responsible for all premiums. A student will not be allowed to continue in the program if this requirement is not fulfilled.

## **HEALTH REQUIREMENTS**

All students must comply with standard health requirements as it relates to immunizations and screenings. The agreement with clinical facilities reads in part, the college shall:

provide the Facility with a statement that the students and faculty participating in the program have met the following health requirements: Annual Physical Exam including: PPD Skin Test for TB. Measles, Mumps, Rubella and Varicella immunizations as well as current Flu and Covid vaccinations

Students must submit physician signed evidence of compliance with the above criteria by the second week of the fall semester. The program will supply each student with a standard medical form.

## **AMERICAN PHYSICAL THERAPY ASSOCIATION AFFILIATE MEMBERSHIP**

Students are encouraged to join the American Physical Therapist Association (APTA). Students will be given a membership application during PTA 10. Those students who decide to join the APTA will be responsible for the completion of application and payment.

Students who are active members upon graduation are eligible for the APTA Starter Dues program which defrays the cost of full membership for the first 5 years of practice.

# KEYS TO SUCCESS

The Physical Therapist Assistant Program consists of sixty-eight rigorous, academically and physically challenging credits. It is crucial that you develop and maintain a disciplined and committed attitude as it relates to successfully completing the program. The following strategies, if effectively employed, will help to ensure your success.

## **Classroom Strategies**

### **Be on time!**

Much material is covered in both lecture and laboratory sessions and every piece of information presented is potentially critical to your education. You may miss valuable information by arriving late to class. Arriving late is also disruptive to your classmates and the instructor.

### **Don't miss class!**

Obviously, you cannot succeed if you do not attend classes. Excessive absences in PTA classes can significantly affect your grade. If you do have to miss a class, make sure you speak with the instructor prior to or just after the missed class. Make sure to communicate with your assigned study group and other classmates. Arrange to make up laboratory work or assignments. Even if you miss a class, you are still responsible for all reading and other assignments associated with that class.

### **Comply with all safety rules!**

The laboratory has equipment that can be harmful to you. It is essential that you follow all safety rules. You must always be properly attired during laboratory sessions.

### **Submit all assignments on time!**

Each PTA class requires you to regularly demonstrate a level of out-of-class learning. Whether in the form of textbook chapter summary questions, papers, research critiques, group presentations, or movement activities, you will be required to regularly submit your work to the instructor for assessment. Submit all assignments in a timely manner. When submitted promptly, materials can be graded and returned to you promptly. A graded assignment serves as important feedback as to your command of the studied material and can help guide your study strategies. Penalties are assessed for late submission of assignments and will adversely affect your grade.

### **Complete reading assignments prior to class!**

Every lecture and laboratory session has an associated reading assignment. It is crucial that you complete all assignments prior to class. You will get the most out of lecture and laboratory if you know "where the professor is going". Lecture and laboratory sessions can then be used to not only acquire new information but to clarify issues and improve your understanding of the material.

**Make good use of your study group!**

Get to know the members of your study group. Try to determine each member's strengths and utilize them to maximize success. Try to meet with your group as frequently as possible. Quiz one another, help one another-you will be surprised how much knowledge you each have individually and how much more you have collectively.

**Do not wait until a week before the exam to begin studying!**

Make sure that you study and review your work on a weekly basis. Each course presents a wealth of information. The sequential nature of lectures mandates an understanding of previous lectures to be able to firmly grasp future teachings. Waiting to *cram* study prior to an exam is not an effective strategy.