

College of the Desert

Physical Therapist Assistant Student Handbook

2022-2023

College of the Desert
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Table of Contents

INTRODUCTION	6
Student Handbook Policy	7
Welcome	8
OVERVIEW OF PROGRAM.....	9
Program Overview.....	10
Physical Therapist Assistant Program Mission and Goals	11
Program Accreditation:	12
Process for Filing a Complaint with CAPTE:	12
Policies for Accreditation	13
CURRICULUM.....	14
Course Sequencing.....	15
Pre-technical phase (Terms 1 +2):.....	15
Term 3 (Summer):	15
Term 4 (Fall):	15
Term 5 (Spring):.....	15
Technical Phase Course Descriptions:	16
Skills Competencies	18
Estimated Program Costs	21
POLICIES & PROCEDURES	22
Application and Admissions	23
Physical Therapist Assistant Program Application Process.....	23
Onboarding Process	24
Introduction	24
Policy	24
Program Requirements	25
Malpractice Insurance.....	25
Social Security Number/Individual Tax Identification Number (ITIN).....	25
Background Check/Drug Screen.....	26
Introduction	26
Policy	26
Gifts and Gratuities	28
Physical Activity Restriction	29

Policy	29
ADA Compliance Statement	30
Core Performance Standards	31
Title IX Statement	33
Information	33
Policy	33
Protocol for Injury/Pathogen Exposure for Students or Faculty	34
Information	34
Protocol	34
Chain of Command and Grievance Resolution Process	36
Information	36
Procedure	36
Chain of Command Diagram	37
Complaints that Fall Outside Due Process	38
Confidentiality of Student Records	39
Professional Conduct	40
Information	40
Policy	41
Professional Behaviors	42
Information	42
Substance Abuse and Mental Disability	43
Information	43
Policy	44
Professional Communication and Social Media Policy	46
Information	46
Policy	46
Testing Policies	48
Information	48
Policy	48
Assignments	50
Attendance	51
Information	51
Policies	51

Academic Dishonesty	52
Information	52
Policy	52
Academic Schedule and Work Recommendations	53
Information	53
Policy	53
PTA Program Dress Code.....	54
Information	54
Dress Code for Lab	54
Lab Policies and Procedures.....	55
Release of Liability and Assumption of Risk.....	55
Interactions with Human Subjects and Patients.....	55
Lab Availability	55
Lab Upkeep and Laundry Usage.....	55
Laboratory Equipment and Supplies	55
STUDENT PROGRESSION	56
Entrance	57
Physical Therapist Assistant Program Application Process.....	57
PTA Program Grading and Evaluation	58
Didactic.....	58
Clinical	58
Student Evaluations.....	59
Information	59
Performance Improvement Process	59
Program Completion	60
PTA Graduation Requirements	60
After Program Completion	61
National Physical Therapy Examinations	61
Application to Graduate.....	61
Evaluation of Transcripts.....	61
Graduation	61
Program Exit.....	62
Program Reinstatement	63

Information	63
Policy	63
CLINICAL POLICIES	64
Clinical Placement	65
Information	65
Policy	65
Confidentiality and Privacy Policy	66
Information	66
Policy	66
GENERAL STUDENT INFORMATION.....	68
General Department Information	69
Hours	69
Appointments with Faculty	69
Lost and Found	69
Student Emergencies	69
Student Contact Information	69
Visitors, guests, children, etc.	69
Student Representation on Committees	69
Faculty & Staff Contact Information	70
Advisement	70
Student Success Services.....	70
Letters of Recommendations	71
Information	71
Procedure for Employment or Scholarship LORs.....	71
DEPARTMENTAL FORMS	72
PTA Program Performance Improvement Plan (PIP)	74
Student Success Plan.....	75
Program Confidentiality of Information.....	76

INTRODUCTION

Student Handbook Policy

Students are responsible for reviewing and abiding by the updated handbook and will be held accountable for the policies and processes in the most current edition.

This handbook has been prepared as a supplement to the information provided in the College of the Desert (COD) Catalog and is intended to provide answers to the many questions you will have as you enter and progress through your program.

This handbook should be read carefully, saved, and used as a reference throughout your time in your program. The handbook policies and procedures are subject to change by faculty and administrators at any time. The most current copy of the handbook will be posted on the department website.

Students will sign the *Acknowledgement of Receipt* form, each semester.

Rev: 07/22

Welcome

To all Physical Therapist Assistant Students,

The faculty, staff, and administration at College of the Desert welcome you.

It is an exciting time to be involved in healthcare. Important changes are occurring in how healthcare is delivered and the scope of practice of health professionals. To keep pace with these changes, curricula are in a dynamic state of evolution.

Each of you brings to your program, and later the profession, the uniqueness of your special talents, experiences, and personality. We hope that you will take an active part in sharing these experiences with others as you move toward the goal of becoming a part of the healthcare team. To assist you in reaching your goal, you will find interested and concerned faculty with high personal and professional standards as well as a wealth of varying clinical expertise. It is the combination of all these factors that results in quality physical therapy education.

Our best wishes for a gratifying, satisfying, and growing experience in your program at College of the Desert.

Nursing, PTA & Allied Health Faculty
College of the Desert

Rev: 07/22

OVERVIEW OF PROGRAM

Program Overview

The Desert Community College District began on January 21, 1958, as the culmination of more than ten years of study and planning. It was three years later that construction of the campus at Monterey Avenue and Fred Waring Drive started and students began attending classes in the fall, of 1962.

The COD PTA program is a part of the School of Health Sciences and Education, which is comprised of: Registered Nursing, Vocational Nursing, Certified Nurse Assistant, Home Health Aide, Child Development and Education, Health Sciences, Kinesiology, and Athletics.

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Physical Therapist Assistant Program Mission and Goals

Mission Statement: In alignment with the mission of College of the Desert, the Physical Therapist Assistant program is committed to providing excellent educational opportunities to enable students to develop the skills, passion and professionalism to excel as a physical therapist assistant. The program is committed to collaborating with local community partners to create student-centered learning opportunities to allow our students to serve and contribute to patient centered care within the Desert Community College District, surrounding area and beyond.

Program Goals:

1. Graduates will demonstrate entry-level competency of all required skills of a PTA for employment in a variety of Physical Therapy clinical settings.
2. Students and Graduates will maintain a high level of professionalism and will engage in effective communication strategies.
3. The physical therapist assistant program will facilitate student success through student engagement and evidence based teaching strategies and will maintain a contemporary and comprehensive curriculum in accordance with CAPTE and College of the Desert standards.
4. The program will instill an importance on community service and lifelong learning.
5. The faculty will maintain contemporary excellence in their teaching areas.
6. The Physical Therapist Assistant Program will facilitate student success.

Adopted: 7/22

Program Accreditation:

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone; 703.706.3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

College of the Desert is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on 12/01/2022. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Process for Filing a Complaint with CAPTE:

CAPTE will take action only when it believes that practices or conditions indicate that the program may not be in compliance with the Evaluative Criteria for Accreditation, CAPTE's Statement on Academic Integrity Related to Program Closure, or CAPTE's Statement on Academic Integrity in Accreditation. A copy of these documents may be attained by contacting the Department of Accreditation. A formal written, complaint may be filed with CAPTE in the format provided by the Department of Accreditation. Complaints may not be submitted anonymously. The Commission on Accreditation in Physical Therapy Education Department of Accreditation American Physical Therapy Association 1111 North Fairfax Street Alexandria, VA 22314-1488 Phone: 703/706-3245 E-mail: accreditation@apta.org CAPTE website: www.capteonline.org

Policies for Accreditation

Process for maintenance accurate information on the program website regarding accreditation status (including CAPTE logo and required accreditation statement) and current student achievement measures: The Program Director is responsible for maintaining this information, new student achievement measures will be updated on the website within 30 days of receiving new information for graduation rate, pass rates and employment. Following changes in accreditation this information will be updated within 30 days, reflecting proper use of CAPTE logo and accreditation statement.

Process for submission of accreditation fees: Upon receipt of the bill from CAPTE annually the Program Director will meet with the Dean for a meeting to review the program budget. If annual fees have changed. Dean will submit a request to fiscal services for change in allocation of funds for that budget line item.

Process for submission of documentation including reports: The Program Director is responsible for the collection of necessary data required for reporting by the commission, this will include graduation rates, student performance on licensure examination and employment rates through student graduate, post graduation surveys at the end of each academic year and data provided by FSBPT. The reports will be submitted to the Commission by the Program Director according to the required timelines.

Process for reporting substantive program or institutional changes: Any change within the program that is substantive or a change to the institution's accreditation status will be submitted to the Commission immediately by the Program Director. A change considered substantive would include but not limited to a change in program leadership, decrease in available resources, planned increase in class size or curriculum changes.

Process for coming into compliance with accreditation criteria: If it is discovered the program is out of compliance with any accreditation criteria, the program will immediately take steps to develop and then implement a plan to address the discovered issues. The Program Director would report compliance issues to Dean. The Program Director would be assisted by the Dean with the development of a plan to achieve compliance. Resources from the Vice President of Instruction would be allocated to assist. A plan would be developed within three months of determining to be out of compliance. Begin implementing plans within six months and the program will be able to demonstrate compliance with accreditation within 18 months.

CURRICULUM

Course Sequencing

Pre-technical phase (Terms 1 +2):

1. Anatomy and Physiology I
2. Anatomy and Physiology II
3. Introduction to Kinesiology
4. Introduction to Psychology or Developmental Psychology
5. Introduction to Philosophy or Introduction to Ethics or Perspectives on Death and Dying
6. English Composition
7. College Level Math

Term 3 (Summer):

1. Introduction to Physical Therapy
2. Pathophysiology
3. Functional Anatomy and Kinesiology + Kinesiology Lab
4. Therapeutic Procedures I

Term 4 (Fall):

1. Therapeutic Procedures II
2. Neuroscience
3. Clinical Internship I

Term 5 (Spring):

1. Therapeutic Procedures III
2. Pathophysiology II
3. Physical Therapy Issues and Trends
4. Physical Therapy Seminar
5. Clinical Internship II

Technical Phase Course Descriptions:

Introduction to Physical Therapy:

This course will introduce students to the field of physical therapy by covering the history and ethics of the profession as they relate to the health care system. The course will cover the development of the team approach in health care delivery, philosophies of rehabilitation, patient relationships, and the psychosocial impact of illness and injury. Also emphasized is the scope of practice of the physical therapist assistant. Course content includes observational experiences in patient care settings. The course will also introduce verbal and nonverbal communication skills utilized in health care. Emphasis will be placed on terminology, format, computer use, reimbursement, interpersonal communication, and legal issues. Upon completion, the student will be able to discuss and demonstrate communication skills necessary for effective interaction with patients, families, and other health care providers.

Pathophysiology I:

This course introduces common pathological conditions with emphasis on the following systems: cardiovascular, respiratory, gastrointestinal, genitourinary, hematologic, hepatic, immune, integumentary, and lymphatic. The role of physical therapy in the treatment of these conditions is covered as well as interventions commonly performed by the physical therapist assistant.

Therapeutic Procedures I:

This course provides hand-on instruction of the principles and procedures of physical therapy interventions most commonly utilized in the inpatient setting, such as bed mobility, transfers, and gait training. Upon completion, the student will be able to demonstrate safe and effective delivery of taught procedures and provide an explanation of the rationale for each treatment.

Functional Anatomy + Kinesiology:

This course is a continuation of Introduction to Kinesiology and deals with the biomechanical principles of the cervical spine, thoracic spine, lumbar spine, upper extremities, and lower extremities of the body. The course includes the kinesiological functions of muscles and muscle groups. Clinical manifestations of muscle dysfunction are covered, as well as techniques for joint measurement. Assessment by manual muscle testing, ROM testing and activities of daily living are presented.

Kinesiology Lab

This lab course allows for the hands-on learning of functional anatomy and kinesiology. Focus will include muscle and joint function, ROM/strength testing, palpation skills and exercise concepts.

Therapeutic Procedures II:

This course is a continuation of Therapeutic Procedures I. The course is a study on the principles, procedures, and rationale behind physical therapy intervention most commonly performed in the outpatient setting. Upon completion, the student will be able to demonstrate safe and effective delivery of all taught interventions.

Neuroscience:

This course provides students with an overview of the neuroanatomy of the CNS and PNS, as it relates to treatment of patients with dysfunction in these systems. Emphasis includes structure and function of the nervous system, neurophysiological concepts, growth and development, and neurologic dysfunction. Upon completion of this course, the student should be able to identify and discuss specific neuroanatomical structures, basic functions of the nervous system,

concepts of human growth and development, identify neurological pathologies and test for normal neurologic response and function.

Pathophysiology II:

This course provides a more in-depth look at presentation and treatment methods of cardiac and pulmonary conditions and also addresses less common pathophysiology processes not covered in Pathophysiology I. Common impairments seen with each pathology along with the physical therapy assistant's role in addressing these impairments will be covered. The lab portion of the course will emphasize treatment techniques for the cardiac and pulmonary patient

Physical Therapy Issues and Trends:

The course will introduce current trends and issues in the physical therapy field. Emphasis will be placed on practice issues and psychosocial aspects of illness and cultural diversity, with discussion on future of physical therapy and advocacy.

Therapeutic Procedures III:

This course is a continuation of study of the principles and procedures of therapeutic Physical Therapy intervention, with emphasis placed on specialized physical therapy interventions and procedure for special populations. Students will learn how to instruct and prepare the patient to utilize this specialized equipment. Problem solving will be utilized in assisting students to apply standardized practices to meet individual patient needs.

Physical Therapist Assistant Seminar:

This course is a capstone of the Physical Therapist Program. It is a study of the issues and trends in physical therapy practice. Emphasis is placed on issues such as licensure, job skills, board exam reviews, practitioners' roles, legal and ethical issues. Upon completion the student will have the necessary skills to transition from student to practitioner

Skills Competencies

Term:	Class:	Skills
3rd	PTA 005	<ul style="list-style-type: none"> • Musculoskeletal Assessment <ul style="list-style-type: none"> ○ Palpation ○ ROM/Goniometry/Inclinometer and Muscle Length ○ MMT/Functional Strength Testing + Muscle Mass/Tone
	PTA 003	<ul style="list-style-type: none"> • Standard Precautions/Infection Control/Sterile Technique/PPE <ul style="list-style-type: none"> ○ Hand Hygiene ○ Isolation Precautions/Aseptic Technique/Exposure Control/Bag Technique ○ Donning/Doffing PPE • Posture and Locomotor Training <ul style="list-style-type: none"> ○ Posture/gait assessment (includes pre-gait activities) ○ Gait training with/without adaptive equipment on level/stairs ○ Wheelchair training • Device Management <ul style="list-style-type: none"> ○ Adaptive and Assistive Devices ○ Gait Belt ○ Orthotics, Braces, and Prosthetics • Functional Mobility <ul style="list-style-type: none"> ○ Positioning/Draping ○ Bed Mobility ○ Transfers (Assisted and Mechanical) ○ Body Mechanics/Lifting Techniques • Vital Signs/Physiologic Assessment <ul style="list-style-type: none"> ○ Vital Signs(HR, BP, Respiratory Rate, SaO2) • Review Health Record/Plan of Care + Documentation + HEP/Patient Education • AIDET and LEARN Communication Models • Environmental Barriers, Self-Care, and Home Management
4th	PTA 004	<ul style="list-style-type: none"> • Musculoskeletal Assessment <ul style="list-style-type: none"> ○ Palpation ○ ROM/Goniometry/Inclinometer and Muscle Length ○ MMT/Functional Strength Testing + Muscle Mass/Tone ○ Special Tests (including Pain – VAS/NRS) ○ Volumetric/Anthropometric (height, weight, length, girth) • ROM (PROM/CPM, AAROM, AROM) • Exercises <ul style="list-style-type: none"> ○ Agility ○ Strength/Power ○ Plyometrics ○ Stability ○ Open/Closed Chain, Concentric/Eccentric/Isometric ○ Flexibility/Stretching (including nerves – nerve glides) ○ Posture/Core Stabilization

		<ul style="list-style-type: none"> ○ Flexion and Extension Biased Spinal Exercises ● General Management – UE/LE/Spine ● Traction – Spinal/Peripheral ● Soft Tissue and Joint Mobilization <ul style="list-style-type: none"> ○ STM/MFR/Therapeutic Massage ○ Tool Assisted (e.g., Foam Rolling, IASTM) ○ Joint Mobilization ○ Therapeutic Taping ○ Self Mobilization
	PTA 007	<ul style="list-style-type: none"> ● Neuromuscular Assessment <ul style="list-style-type: none"> ○ Nerve Assessment (cranial nerves, peripheral nerve integrity – dermatomes/myotomes) ○ Reflex Testing ○ Mental Function/Arousal/Attention/Cognitive/Perceptual Deficit Assessment ○ Sensory Testing ○ Balance ○ Tone ● Exercises <ul style="list-style-type: none"> ○ Balance and Vestibular ○ Coordination ○ Agility ○ Relaxation ○ Manual Facilitation/Inhibition Techniques ● Neuromuscular Reeducation (Developmental Activities and Movement Pattern Training) <ul style="list-style-type: none"> ○ Motor Control/Learning ○ Neurodevelopmental Technique (NDT) ○ Proprioceptive Neuromuscular Facilitation (PNF) ○ Brunnstrom Approach ○ Constraint-Induced Movement Therapy (CIMT) ○ Locomotor Training (e.g., High-Intensity Gait Training) ● Vestibular Rehabilitation <ul style="list-style-type: none"> ○ Mechanical/Canalith Repositioning ○ Habituation/Adaptation
5th	PTA 006	<ul style="list-style-type: none"> ● Vital Signs/Physiologic Assessment and Auscultation <ul style="list-style-type: none"> ○ Vital Signs ○ Auscultation (Heart/Lung Sounds) ○ Sputum ○ Posture ○ Breathing Patterns ● Aerobic Capacity/Endurance Conditioning/Reconditioning (includes RPE/Borg, Exercise Tolerance, Cardiac Rehabilitation) ● Energy Conservation and Relaxation Techniques ● Strength/Power/Endurance Exercises ● Chest Physical Therapy – Manual/Mechanical Airway Clearance Techniques <ul style="list-style-type: none"> ○ Assistive Cough ○ Incentive Spirometer ○ Postural Drainage/Secretion Mobilization Techniques

		<ul style="list-style-type: none"> ○ Percussion/Vibration ● Breathing Techniques <ul style="list-style-type: none"> ○ Active Cycle of Breathing ○ Paced Breathing ○ Diaphragmatic Breathing ○ Pursed-lip Breathing ○ Forced-Expiratory Technique
	PTA 011	<ul style="list-style-type: none"> ● Wound Care <ul style="list-style-type: none"> ○ Debridement ○ Topical Agents and Dressings ● Desensitization Techniques ● Wrapping/Compression <ul style="list-style-type: none"> ○ Venous ○ Burns ● Lymphedema Management <ul style="list-style-type: none"> ○ Bandaging – Short-Stretch Bandages ○ Compression ○ Wrapping/Taping ○ Manual Lymphatic Drainage ● Therapeutic Modalities <ul style="list-style-type: none"> ○ Cryotherapy ○ Thermotherapy (MHP, Paraffin, Contrast Bath) ○ Vapocoolant Spray ○ E-Stim (HVPC, TENS, NMES, IONTO, IFC) ○ Electromagnetic (Diathermy, UV, Light, Infrared, LASER, Anodyne) ○ Biofeedback/Taping ○ Ultrasound/Phonophoresis ○ Mechanical/Manual Traction ○ Compression ○ Aquatic and Hydrotherapy (Whirlpools, Pool) ● Pelvic Floor and Bladder Strategies ● Pregnancy/Post-Partum (pelvic floor strength, diastasis recti, monitoring, precautions) ● Amputee Rehab + Orthotic/Prosthetic Training ● Device Management <ul style="list-style-type: none"> ○ Adaptive and Assistive Devices ○ Orthotics, Braces, and Prosthetics

Estimated Program Costs

Cost Estimate for PTA Program

	First Term	Second Term	Third Term	After Program
Tuition - Residents of CA(\$46/unit)	\$598.00	\$529.00	\$759.00	
Student Fees & Malpractice Insurance	\$58.00	\$58.00	\$58.00	
Physical Therapy skills kit	\$90.00			
APTA Membership	\$103.00			
Textbooks	\$500.00			
ID Badge	\$10.00			
Health Records & Vaccinations	\$500.00			
Background Check	\$60.00			
Drug Screen	\$50.00			
NPTE Exam	\$1,969.00	\$587.00	\$817.00	\$485.00
California Jurisprudence Exam				\$65.00
LiveScan for licensure				\$49.00
				\$599
TOTAL COST OF PROGRAM				\$3,373.00
TOTAL COST OF PROGRAM & LICENSURE				\$3,972.00

Updated 6/08/2022

POLICIES & PROCEDURES

Application and Admissions

Physical Therapist Assistant Program Application Process

Application to COD's PTA program is separate from application to the college. An application form is available during specific application periods and can be obtained from the school website. Enrollment into the PTA program is limited. Detailed information regarding the PTA program, selection, and other important particulars is available on the School of Health Sciences & Education website. Any falsification of application information will result in immediate disqualification as a candidate for the program.

PTA Program Acceptance

In accordance with legislation and Education Code, applications will be initially evaluated to determine eligibility based on completion of all prerequisite courses with a combined GPA of 2.75 and Anatomy and Physiology GPA of 2.4.

Those applicants determined to meet baseline eligibility requirements will then go through the random selection process.

Applicants determined to be eligible, but not initially selected, will remain in consideration for selection according to their random selection ranking until all slots in the class offered have been confirmed as accepted. Afterwards applicants will be awarded a waitlist number. If a student applies the following year, they will be given priority based on their waitlist number. All new applicants will go through random selection process for remaining slots.

After accepting a spot in the PTA program, students must complete the onboarding process by the deadline to keep their spot in the cohort. If a student fails to complete the onboarding, the next student will be offered the seat.

Registration

Students must be registered for the PTA course that they are attending. Students will not be allowed in class if they are not officially registered. Registration is done by the PTA program once you have been accepted into the PTA program.

Onboarding Process

Introduction

Onboarding is the process of completing requirements to gain entrance into clinical facilities and clearance to work with patients and staff in those facilities during your program. This process includes a physical exam clearance, clearance from communicable diseases, proof of identification, and other certifications required by the clinical agencies. The purpose of the health clearance is for a healthcare professional to determine if you are physically fit to withstand the physical and emotional demands of the program. The health clearance is based on job function and reflects the [Core Performance Standards](#).

Clinical facilities documentation is sometimes required 90 days prior to the start of the term therefore onboarding often occurs during the primary term breaks. The affiliation agreements with the clinical agencies require that students be free of communicable diseases.

We will assist you with this complex process, but it is ultimately up to each student to satisfactorily complete all requirements by deadlines set by the department.

Policy

1. Students must view their “myCOD” email daily, including during breaks to ensure effective communication.
2. All communication regarding onboarding and onboarding software training will go through “myCOD” email accounts. Emails may come from the onboarding software on behalf of the department staff.
3. Students will be assigned access to the onboarding software, and be required to attend training on the onboarding software.
4. Students are required to upload and manage their own necessary documents on the onboarding software.
5. The uploading of documents to onboarding software implies authorization to share the documentation with necessary clinical agencies.
6. Deadlines set for any portion of onboarding including, but not limited to, software training, document submission, and attendance at a facility for badges, are set by the department in conjunction with the facilities. These deadlines are non-negotiable.
7. Students are responsible for paying for any fees associated with the process.
8. Students that do not meet onboarding requirements, including deadlines, or appointments at facilities, and/or attendance at the required training will not be enrolled or they will be dropped from their course. Students newly admitted to the program will be required to reapply to the program for admittance. Current students will be required to apply for reinstatement due to the disruption in the cohort model progression.
9. Students that are not free from communicable diseases or do not have authorized health clearance will not be able to attend clinical and unable to continue in the program.
10. Onboarding requirements include but are not limited to
 - a. Physical examination clearance
 - b. Vaccinations for Tetanus, Diphtheria, and Pertussis (Tdap), flu, COVID-19
 - c. Proof of immunity from Hepatitis B, Measles, Mumps, Rubella, Varicella
 - d. Tuberculosis screening
 - e. American Heart Association Basic Life Support (BLS/CPR) card
 - f. Facility documents for policies and procedures.
 - g. Background check
 - h. Drug screen

- i. Facility badge photos and pick-up
 - j. Valid Government ID (may not expire during semester (see #11)).
11. Onboarding requirements must be valid through the entire semester. Any item expiring during the semester term will not be accepted.

Program Requirements

In addition to onboarding requirements, the programs require the following items for all students.

Malpractice Insurance

College policy requires each student enrolled in health occupations programs with clinical components to purchase insurance coverage against liability for malpractice. The fee for this insurance is paid at the time of registration. No student will be allowed to care for clients without evidence of having purchased malpractice insurance. Students are to purchase malpractice insurance for each year of the PTA program.

Due to state regulatory changes, the California College Promise Grant (formerly known as the Board of Governor (BOG) Fee Waiver) administered at COD will waive enrollment fees only. Payment of the Malpractice Insurance Fee and Student Health Fee (by the student) is mandatory.

Social Security Number/Individual Tax Identification Number (ITIN)

While Social Security Numbers (SSN) are not required to take program coursework, the facilities used for clinical instruction do require either a SSN or ITIN. SSN or ITIN is also required for examinations for licensure. If you do not have a SSN or ITIN card please contact the School of Health Sciences and Education office for further instruction.

Revised: 07/22

Background Check/Drug Screen

Introduction

Health care facilities are required to develop policies for staff, students, and volunteers who provide care, treatment, and services. Facilities are required to verify qualifications which include but are not limited to: certification, licensure, or registration; education, experience, and competency information on criminal background; and compliance with health screening requirements. College of the Desert is required to comply with licensing requirements and with the policies of our partner agencies. If you have a felony or misdemeanor in your background, please see the Program Director to discuss the impact on licensure and your PTA career.

Policy

1. Students for all programs are required to obtain a clear background check and drug screen during a specified timeframe, determined by the department. The department will provide instructions to the student on how the student will apply and pay for the background check.
2. Costs of background checks and drug screens are assumed by the student.
3. Clinical facilities may request new drug screens throughout the program.
4. A new background check/drug screen will be required if the educational program is interrupted.
5. Students who do not complete the background check and drug screen by the given deadline will (a) not be allowed to register, or (b) be dropped from their course.
6. Students that do not meet onboarding requirements, including deadlines, or appointments at facilities, and/or attendance at the required training will not be enrolled or they will be dropped from their course. Students newly admitted to the program will be required to reapply to the program for admittance. Current students will be required to apply for reinstatement due to the disruption in the cohort model progression.
7. Students that are not free from communicable diseases or do not have authorized health clearance will not be able to attend clinical and unable to continue in the program.
8. Students must provide consent to allow the school and clinical facilities, as necessary, access to the background check/drug screen results.
9. Background checks and drug screens will minimally include the following:
 - a. Seven-year history
 - b. Address verification
 - c. Sex Offender search
 - d. All names, all counties
 - e. Office of Inspection General (OIG) search
 - f. Social Security Number verification
 - g. Drug Screen (10-panel)
10. Students will be denied enrollment in the PTA program if the background check and drug screen do not come back clear.
11. Students denied enrollment due to criminal convictions may reapply to the program when it has been seven (7) years since an offense, or when they receive a dismissal or expungement.
12. Should any felony or misdemeanor charges be filed on a student at any time in the program, the student will be denied access to clinical agencies. Clinical rotations are a mandatory part of PTA education. If a student cannot participate in clinical, they cannot complete the PTA program and therefore, will be denied enrollment in the program.

13. The requirements of the clinical facilities are final and non-negotiable.
14. Any future applicable clinical agency or state board guidelines will be incorporated into this policy as they become available.

Adopted: 07/22

Gifts and Gratuities

Students may not accept gifts, gratuities, or payment for items from patients or faculty. Cards and letters are appropriate. Gifts to faculty at the end of courses or clinical rotations are not expected. Students are requested not to give gifts.

Adopted: 07/22

Physical Activity Restriction

Policy

1. Students are required to report to the faculty and department any change in physical health status (examples: broken bone, skin lesions, chest pain, contagious disease, pregnancy, injury, surgery).
2. Students are required to submit documentation to the lead faculty and department staff from the healthcare provider stating that they may participate in unrestricted activities essential to clinical practice according to the [Core Performance Standards](#). This statement must be received prior to the student participating in PTA programs' course activities.
3. Physical Activity Clearance forms are located on the [School of Health Science and Education website](#).
4. Restricted physical activities may prohibit participation in clinical experiences and laboratory class and may delay progression in the PTA program until the restrictions are lifted and the student has documentation of unrestricted activities essential to physical therapy practice.

Rev: 07/22

ADA Compliance Statement

In compliance with the 1990 Americans with Disabilities Act (ADA) and the 2008 ADA Amendments Act, the Health Sciences & Education School does not discriminate against qualified individuals with disabilities.

Disability is defined in the Act as a (1) physical or mental impairment that substantially limits one or more of his or her major life activities; (2) a record of such impairment; or (3) being regarded as having such an impairment (Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN), 2020).

The PTA program supports the recommendations of the SREB CCEN and has adopted the [Core Performance Standards](#) for use by the program. Each standard has an example of an activity that PTA students are required to perform to successfully complete the program.

For the purposes of PTA program compliance, a “qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the program’s essential requirements known as the Core Performance Standards (SREB CCEN, 2020)”.

Admission to the program is not based on the Core Performance Standards. Rather, the standards are used to assist applicants and students in determining the need for ADA-related accommodations or medications. The Core Performance Standards are intended to constitute an objective measure of 1) a qualified applicant’s ability with or without accommodations to meet the program’s performance requirements; and 2) accommodations required by a matriculated student who seeks accommodations under the ADA (SREB CCEN, 2020).

If a student has a physical, psychiatric/emotional, medical, or learning disability that may impact the ability to complete PTA program course work, the student is encouraged to contact the staff in the Disabled Student Services Program (DSPS) in the Craven’s Student Services Building. DSPS staff will review concerns and determine with the student and PTA faculty, what accommodations are necessary and appropriate. All information and documentation are confidential.

Adapted from Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN), 2020, <https://www.sreb.org/publication/americans-disabilities-act>

College of the Desert views disability as an important aspect of diversity and is committed to providing equitable access to learning opportunities for all students. The Disabled Students Programs and Services (DSPS) office is the office that collaborates with students with disabilities to provide reasonable accommodations. Please contact the DSPS office at (760) 773-2534 or visit CSSC Room 101 for more information. Once registered with DSPS, students will be provided with an Authorized Academic Accommodations form that can be shared with faculty.

Rev: 07/22

Core Performance Standards

Critical Thinking

- Critical thinking ability for effective clinical reasoning and clinical judgment consistent with the level of educational preparation
- Identification of cause/effect relationships in clinical situations
- Generate and evaluate elements of logical argument
- Ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument

Professional Relationships

- Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups
- Establishment of rapport with patients/clients and colleagues
- Capacity to engage in successful conflict resolution
- Peer accountability

Communication

- Communication adeptness sufficient for verbal and written professional interactions
- Explanation of treatment procedures, initiation of health teaching.
- Documentation and interpretation of actions and patient/client responses

Mobility

- Physical abilities sufficient for movement from room to room and in small spaces
- Movement about patient's room, workspaces, and treatment areas
- Be on your feet 6-12 hours at a time and perform activities that include reaching, balancing, carrying, pushing, pulling, stooping, bending, and crouching
- Administration of rescue procedures-cardiopulmonary resuscitation

Motor Skills

- Gross and fine motor abilities sufficient for providing safe, effective care
- Calibration and use of equipment
- Therapeutic positioning of patients
- Demonstrate gross and fine motor abilities sufficient to perform safe and effective patient care, as well as providing safe environments and responding to unexpected situations in a timely manner.

Hearing

- Auditory ability sufficient for monitoring and assessing health needs
- Ability to hear monitoring device alarm and other emergency signals
- Ability to discern auscultatory sounds and cries for help

Visual

- Visual ability sufficient for observation and assessment necessary for patient care
- Visually discriminate depth and color perception
- Perform close and distinct visual activities involving persons, computers, and paperwork
- Ability to observe patient's condition and responses to treatments

Tactile Sense

- Tactile ability sufficient for physical assessment
- Ability to palpitate in physical examinations and various therapeutic interventions

Other

- Identify and distinguish odors that are pungent, or the products of infection or metabolic imbalance (e.g., ketones)
- Work and make safe decisions in stressful situations

Adopted: 07/22

Title IX Statement

Information

Title IX of the Education Amendment Acts of 1972 prohibits discrimination based on sex (including pregnancy, sexual orientation, and gender identity) in any educational program or activity. Discrimination can be defined as exclusion from participation in, denied the benefits or services, subject any person to different rules or treatment, or engaging in gender-based or sexual harassment such as making unwelcome sexual advances, comments, or name-calling based on sex (U.S. Department of Human Health Services, Office for Civil Rights Headquarters, 2021). Title IX complaints and/or investigations are handled by the [Office of Student Life](#) 760-862-1317.

Policy

Any student who is accused and under a Title IX investigation or criminal investigation will be removed from the class or program until the investigation is complete and charges are found unwarranted. Once charges are found unwarranted or dismissed the student will be reinstated and placed in the next available semester.

Protocol for Injury/Pathogen Exposure for Students or Faculty

Information

The following is the protocol for students or faculty who experience needle-stick, mucous membrane exposure, or other methods of blood-borne contamination. This protocol is provided by the College of the Desert Office of Human Resources.

Protocol

In the Off Campus Clinical Setting:

1. Notify supervisor/instructor
2. Call Injury hotline 877-518-6702
 - a. College of the Desert Search Code RSR17
3. Follow "Company nurse" advice for medical treatment
4. Notify employee health department of the hospital
5. Call COD Human Resources at (760) 773-2529 to report the exposure
6. Notify the Program Director COD PTA program 760-565-4839
7. [Complete Incident report for COD](#)
8. Complete Incident report for the hospital (check with unit manager/director for instructions)
9. Visit HR the same day or next business day to fill out paperwork

On Campus (skills lab):

Minor Injury (broken skin, bruise, needle-stick from practice syringe)

1. Injury reported to the instructor
2. First aid is performed as needed
3. Instructor notifies HR x 2529
4. Student reports to School nurse at the Health Services Office x 7211
5. Inform School of Health Sciences office via an incident report

****If after hours, and the Health Service Office is closed, call Security @ 2111 and follow clinical setting process above.*

Serious Injury requiring 911

1. Provide first aid and manage crowds
2. Call 911
3. Call security x 2111
4. Call the school nurse x7211
5. Notify the front office for the School of Health Sciences -x 7303
6. [Complete the incident Report](#)
7. Notify COD Human Resources within 24 hours x 2529

Rev: 07/22

IN CASE OF WORKPLACE INJURY:
ACCION a seguir en caso de un accidente en el trabajo



1-877-518-6702

▶ AVAILABLE 24 HOURS A DAY

- 1▶** Injured worker notifies supervisor.
Empleado lesionado notifica a su supervisor.
- 2▶** Supervisor / Injured worker immediately calls injury hotline.
Supervisor / Empleado lesionado llama inmediatamente a la línea de enfermeras/as.
- 3▶** Company Nurse gathers information over the phone and helps injured worker access appropriate medical treatment.
Profesional Médico obtiene información por teléfono y asiste al empleado lesionado en localizar el tratamiento médico adecuado.

EMPLOYER NAME SEARCH CODE
(NOMBRE DE COMPAÑIA) (CÓDIGO DEL BÚSQUEDA)

College of the Desert	RSR17
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Notice to Employer/Supervisor:

Please post copies of this poster in multiple locations within your worksite. If the injury is non-life threatening, please call Company Nurse prior to seeking treatment. Minor injuries should be reported prior to leaving the job site when possible.

Visit us online: www.CompanyNurse.com

Chain of Command and Grievance Resolution Process

Information

This policy and procedure are to aid a student experiencing a problem related to the PTA program. This process incorporates the COD grievance process and includes state board regulations. Therefore, students experiencing a problem in the PTA program must follow the PTA program grievance resolution process in place of the COD college catalog grievance process. Students can use the diagram for the Chain of Command to assist in the procedure below.

Procedure

1. A student must begin the grievance procedure within five (5) days from the date of the alleged grievance. The student may choose to terminate the grievance at any time. A grievance filed within thirty (30) days of the end of the semester may be deferred until the following semester.
2. The procedure shall be completed within ten (10) days of reporting of the original complaint to the other party. It is the student's responsibility to describe to the parties involved the nature of the grievance so that the parties involved understand that the grievance procedure has been initiated.
3. Students should first communicate with the faculty involved to resolve the concern. Matters relating to the clinical area should be discussed with the appropriate clinical instructor.
4. An informal meeting will be held by the student and appropriate college faculty. The purpose of the meeting is to identify the perceived violation of the student's rights and to develop a resolution that is of mutual satisfaction to all parties involved. The student shall discuss and attempt to resolve the matter with the faculty at the meeting. If the student is satisfied with the outcome of the meeting, the process could end.
5. If the matter cannot be resolved, the student is advised to follow the chain of command in the following order: Program Director, Dean of the School of Health Science and Education.
6. Students must give the opportunity for each person to resolve prior to moving to the next level in the chain of command.
7. Students not following each level of the chain of command will be denied a meeting and referred to this procedure.
8. Once the above process has been exhausted and the grievance is not resolved, the student may request a grievance hearing according to the [COD College catalog Grievance Policy](#). Rev: 07/22

Chain of Command Diagram

Step 1

- Student with Concern

Step 2

- Involved Faculty

Step 3

- Program Director

Step 4

- Dean of Health
Sciences & Education

Complaints that Fall Outside Due Process

1. Any interested party intending to file a complaint against the program, program faculty or students will be recorded as it is received by the Program Director or Dean. If a complaint is received by other faculty or staff, the complainant will be referred to the Program Director or Dean and the complaint will be recorded. Once recorded, informal resolution will be attempted.
2. If informal resolution is unsuccessful, the Dean will request a written and signed complaint with description of complaint. Within 10 business days of receiving a formal written complaint, the Program Director or Dean will acknowledge the complaint and provide a timeline for review of the complaint to the complainant. All relevant stakeholders included within the complaint will be notified including the Vice President of Instruction. If a complaint has to do with program policy or procedure, such relevant policies will be included in response to the complainant. The complaint will be investigated by the Program Director, Dean and the Vice President of Instruction. If needed legal consultation will occur to assist in determining the approach to the complaint. The Program Director or Dean will inform the complainant of the result of the investigation and include any action or response taken. A record of the complaint including the action taken will be maintained for a period of at least five years.

Confidentiality of Student Records

It is the intent of the program and institution to maintain the privacy of student data. Procedures to provide confidentiality of student data are listed:

- Conferences with students are held in private offices or conference rooms
- Privacy screens are utilized during practical examinations
- Feedback on both written and practical exams is presented individually
- Student data/information, academic, medical, drug screen, background check, etc is kept in a secure location in the Barker Nursing Complex or a locked cabinet in the Program Director's office or electronically on the Program Directors computer
- Grade are only posted on LMS system
- Student contact data is not provided to outside sources without permission of the student
- Letters of reference and recommendation are provided only at the written request of students.

Professional Conduct

Information

The physical therapist assistant program has a responsibility to maintain high professional standards. Professional behavior is an essential competency of the healthcare provider role. A student's performance, behavior, and professional conduct will be evaluated by the faculty and may result in academic failure of the course. Additionally, students are held to the Student Conduct Standards as outlined in the current COD Catalog. As students enter this program with the goal of becoming a Physical Therapist Assistant, they not only accept the responsibilities and trust given to physical therapy, but also the obligation to adhere to the profession's code of conduct and relationships for ethical practice.

Students may not represent themselves as a COD student outside of the scheduled class time in a healthcare facility. Please remember that your conduct as a student reflects upon you as an individual, on the healthcare programs, COD, and the profession.

Professional And Ethical Standards

The APTA Code of Ethics for Physical Therapist Assistants identifies the fundamental moral and ethical values necessary in the practice of physical therapy. This code serves as the basis for evaluation of the personal qualities that students are expected to develop throughout the PTA program at College of the Desert. Additionally, the code serves as a foundation for policies and procedures within the program.

The Standards of Ethical Conduct for Physical Therapist Assistant: Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Physical therapist assistants are guided by a set of core values (accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility). Throughout the document the primary core values that support specific principles are indicated in parentheses. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients and clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive. The APTA Guide for Conduct of the Physical Therapist Assistant and Core Values for the Physical Therapist and Physical Therapist Assistant provide additional guidance.

Standards:

1. Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals
2. Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients and clients.
3. Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.
4. Physical therapist assistants shall demonstrate integrity in their relationships with patients and clients, families, colleagues, students, research participants other health care providers, employers, payers, and the public.
5. Physical therapist assistants shall fulfill their legal and ethical obligations.

6. Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.
7. Physical therapist assistants shall support organizational behaviors and business practices that benefit patients and clients and society.
8. Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

Reference: American Physical Therapy Association. (2020). Standards of Ethical Conduct for the Physical Therapist Assistant. Retrieved <https://www.apta.org/apta-and-you/leadership-and-governance/policies/standards-of-ethical-conduct-for-the-physical-therapist-assistant>

Policy

Students must adhere to the Standards of Ethical Conduct at all times. Violations of the Standards of Ethical Conduct may result in failure of the course and up to ineligibility for reinstatement.

Rev: 7/22

Professional Behaviors

Information

All students in the PTA program at College of the Desert are required to conduct themselves in a professional manner. In recognition that communication styles and behaviors vary among various cultures and generations, a list of behaviors is offered as guidelines for professional behavior.

Professional Behaviors

- Unconditional human regard for every person
- Caring
- Compassion, sensitivity, commitment
- Maintains physical & emotional safety
- Positive attitude
- Therapeutic communication with patient's family, staff, peers, faculty
- Appropriate eye contact/smiling
- Appropriate assertiveness
- Maintains personal & professional boundaries
- Appropriate independence & autonomy
- Accountable/Punctual
- Trustworthy
- Follows directions & rules
- Compartmentalizes own thoughts, feelings & values
- Strives to meet program & course learning outcomes
- Self-evaluation congruent with performance
- Effective conflict resolution
- Consistently puts forth best effort
- Positive growth in clinical performance
- Respectful

Unprofessional Behaviors

- Discourteous, rude, disrespectful
- Deliberate lack of consideration of others
- Surly, haughty, arrogant, sullen
- Showing resentment or defiance
- Resisting authority/insubordination
- Not submitting to authority
- Flippant, Brusque
- Dishonesty
- Bullying including cyberbullying/Incivility
- Lack of punctuality or timeliness
- Eye rolling or Smirking
- Spreading rumors, gossiping
- Excluding or marginalizing others
- Unwilling to work with others
- Abusive/Harassment
- Mean Spirited
- Malicious
- Intimidating
- Raising voice or yelling
- Uses profanity
- Threatening (physical and/or emotional)
- Walking away in disgust
- Demeaning
- Refusing to share important information
- Failure to comply with the chain of command
- Recording an instructor, staff, or student, without permission

Adopted: 7/22

Substance Abuse and Mental Disability

Information

The PTA student must be emotionally and mentally healthy and free of any illegal drugs/alcohol in all PTA program classes, laboratories, and clinical rotations. Additionally, students may not be impaired by any prescribed medication while attending any school function.

Faculty of COD support the California Board of Registered nursing and Board of Vocational Nursing and Psychiatric Technicians statements regarding alcoholism, drug abuse, and emotional illness and recognizes that:

1. These are diseases and should be treated as such
2. Personal and health problems involving these diseases can affect one's academic and clinical performance, and that the impaired student is a danger to self and a grave danger to the patients in his or her care.
3. Students who develop these diseases can be helped to recover.
4. It is the responsibility of the student to voluntarily seek diagnosis and treatment of any suspected illness.
5. Students are required to report any change in health status and provide clearance to participate in unrestricted activities essential to practice.
6. Confidential handling of the diagnosis and treatment of these diseases is essential.
7. Students must be free of any evidence of impairment.
8. Patient safety is always the number one priority.

Procedure for dealing with a student who has no documented impairment who discloses drug abuse, mental disability, or inappropriate use of alcohol while enrolled in the program:

1. Conference between the student, Dean, Department Chair, and/or didactic or clinical faculty to develop a plan of action.
2. Recommendations for remediation and possible referral to the COD school psychologist.

Below is a list of behaviors that suggest impairment. This list is not comprehensive.

Physiologic

- slurred or rapid speech
- trembling hands
- persistent rhinorrhea (excessive nasal discharge)
- altered pupil dilation
- flushed face
- red eyes
- odor of alcohol
- tachycardia
- somnolence (drowsiness/sleepiness)
- unsteady gait
- declining health
- isolation or avoidance of group work
- pattern of absenteeism and tardiness
- decreased clinical and academic productivity
- fluctuating clinical and academic performance
- change in dress or appearance
- inappropriate or delayed responses
- elaborate excuses for behavior
- decreased alertness/falling asleep in class/clinical
- dishonesty
- inappropriate joking about drug and alcohol use
- paranoia
- delusions
- hallucinations

Behavioral

- irritability and mood swings

Policy

If a student is exhibiting behavior that suggests impairment by alcohol drugs, and/or emotional/mental disability, the faculty member, always maintaining confidentiality, will:

1. Remove the student immediately
2. Notify the Program Director (760) 565-4839.
3. Require blood and/or urine testing in an approved lab immediately at student expense. Refusal to provide a specimen when requested will result in immediate dismissal from the program without the opportunity for readmission.
 - a. In a facility without a lab on-site, the student will be sent by taxi (at student expense) to an approved lab. The Director's office will then notify the student's emergency contact person to take the student home after blood and/or urine testing has been completed. If unable to contact the Director's office, call COD Public Safety (760) 341-2111, who will notify the student's emergency contact person. Public Safety will notify the Program Director of the PTA program and appropriate COD personnel.
 - b. Submission of blood and/or urine testing will assume authorization to share results and information with necessary COD personnel and health care provider.
4. Document the incident via facility policy and COD Policy
5. Inform the student, prior to leaving the facility, that they may not return to classes, lab, or clinical until they have met with the Program Director as soon as possible to:
 - a. Review the incident, including the documentation of behaviors, signs, and symptoms of impairment exhibited by the student necessitating action.
 - b. Provide the student with the opportunity to offer further explanation and additional relevant information.
 - c. Review results of the student drug screen.
 - d. Review with the student the policy for Alcohol/Drug Abuse and Mental Disability and potential academic/clinical consequences.
6. The Director will consult with didactic and clinical faculty, mental health expert(s), and appropriate COD personnel regarding whether a policy violation has occurred and whether the procedure should move forward.
7. If it is determined that a violation has occurred, the Director will notify the student of the decision.

Substance Abuse Problem Identified:

1. If the drug screen is positive, the student will be required to have an evaluation and treatment plan developed by a medical professional licensed in California in the field of chemical dependency and/or addiction medicine.
2. Students may request reinstatement, if eligible, after a minimum of six months of treatment and clear drug tests documented by a licensed professional. Additionally, documentation from the licensed professional must include a full release to return to school before consideration will be given for reinstatement.
3. Reinstatement is not guaranteed.
4. Upon reinstatement, the student will be required to continue to be subject to random drug tests when requested by the program, at the student's expense.
5. Failure to comply with testing requirements will result in dismissal from the program without reinstatement privileges.

Mental Disability Problem Suspected: If the drug screen is negative, but the student's behavior is indicative of an emotional/mental health disability that may impact the student's performance in the program, the student will be required to have a comprehensive evaluation by a third-party mental health professional identified and paid for by the student.

After clearance from the mental health provider, the student may apply for readmission, provided the student has a documented history of treatment adherence and a letter from the treating mental health professional granting full release to return to school.

If the evaluation does not substantiate an emotional/mental health disability problem that might impact their performance, the student will return to class with no negative academic consequences. A behavioral contract will be developed by faculty and the Director.

Any further suspicious behavior may result in dismissal from the program if deemed a potential safety risk to the public.

Adopted 7/22

Professional Communication and Social Media Policy

Information

This policy is intended to guide students in professional communication that is expected in the programs as well as in the professional community. Communication includes verbal, non-verbal, written, and electronic means (emails, text, social media post, etc.). Social media are defined as forms of electronic communication through which users create online communities to share information. Types of social media include, but are not limited to collaborative projects (Wiki), websites, blogs, microblogs (Twitter, Instagram), content communities (e.g. YouTube), social networking sites (e.g. Facebook, virtual game worlds), and virtual social worlds.

Students should be aware, communication reflects you, the program, COD, and the profession. Before you communicate in any fashion, take a moment to consider if your words might lessen the community's trust in our ability to serve them (ex: "I'm sick at clinical today", "my patients annoy me", "the patient liked me better than my CI", "my program isn't teaching me anything", etc.).

Policy

1. Faculty, staff, and Administration will be addressed professionally by title, and in a professional and courteous manner.
2. Appointments should be made directly with faculty.
3. Appointments for the Dean, Kinesiology office.
4. All students, staff, and faculty will communicate via COD email addresses. This is the official means of communication within the programs.
5. Students and faculty are required to view their COD email account daily.
6. Canvas is the college-wide learning management system (LMS). Orientation to Canvas is available on the college [website](#). It is the student's responsibility to check Canvas for updates to course materials or communication on a daily basis.
7. It is the students responsibility to be familiar with and know how to utilize Canvas, eValue, and the website for the PTA program.
8. Photos/video recording in any clinical setting for any reason is not permitted and is in violation of HIPAA
9. Recording by any method, at any time, is by permission of the instructor only.
10. Recording of lectures may be limited to students with documented learning accommodations.
11. Recording of any kind may not be shared, transmitted, or sold and must be destroyed at the end of the semester.
12. Recording devices provided through the Disabled Student Services and Programs (DSPS) office are to be utilized during lecture only. These devices are prohibited in the clinical settings. Students are prohibited from recording any portions of test review or meetings with instructors. Students may refer to the DSPS contract for more details.
13. Students are prohibited from speaking to the media, representing COD (in title, uniform, or any other manner) without written consent from the COD Public Relations Office and the Director of the program.
14. Students who choose to communicate via social networking sites are held solely responsible for its content. Inappropriate or unprofessional postings may jeopardize a student's status in the program.
15. Students may not utilize any college or program branding (i.e., logos, banners, name) for any reason including social media, or email accounts and/or pages without consent from the COD Public Relations Office and the Director of the program.

16. Complaints or criticism about COD, fellow students, instructors, clinical sites, patients, patient populations, and/or clinical experiences, may result in failure without the possibility of being reinstated, on grounds of unprofessional behavior.
17. No photos or videos taken in the skills lab are to be used for social media without written consent from the Public Relations Office and the Director of the program.
18. Violations of communication and social media policies may result in performance improvement plan and up to failure of the course without eligibility for reinstatement on the grounds of unprofessional conduct.

Rev: 7/22

Testing Policies

Information

Testing is designed to measure students' knowledge and psychomotor skills for safe entry-level practice and to evaluate critical thinking skills. Policies are provided to mimic the NPTE testing environment and procedures to acclimate students to, what could be, a stressful process.

Policy

- Exams and quizzes are not limited to only multiple-choice and may include different formats.
- Exams are given in class according to the course calendar.
- Quizzes may be given at any time during the term of the course.
- Students absent on the day of a quiz shall receive a grade of zero. There will be no make-up opportunities for a missed quiz.
- Students may be assigned seating during exams and quizzes.
- Faculty reserve the right to video record students during examinations.
- Discussion of information about test items, answers, or questions is a violation of academic integrity and may lead to dismissal from the program.
- Students may not engage in disruptive behavior at any time during the exam.
- If a student needs the instructor's attention for any reason, the student must raise their hand.
- Students are required to have all sign-on codes/passwords and be computer literate before coming in the testing environment.
- Tampering with the operation of the computer or attempting to use it for any function other than taking an exam will result in a zero on the exam and academic dishonesty procedures.
- Once finished with the exam, students must leave the testing room and outside walkway and keep their voices to a whisper.
- Only approved four-function calculators may be utilized in taking exams and/or quizzes and will be provided by the instructor.
- Time limits for exams will be defined by the instructor and strictly enforced.
- Time limits will be strictly observed. Students observed working beyond the time limit will receive a zero on the assessment and may fail the course on grounds of academic dishonesty.
- A student will receive a grade of "0" with no opportunity for make ups and may result in disciplinary action as described if the student:
 - Writes a crib/cheat sheet (answers to questions written on anything before, during, or after the exam)
 - Removes the exam from the classroom at any time
 - Records any discussion of test questions or answers.
 - Receives answers from other students
 - Utilizes any unapproved resources
 - Takes any copies or digital copies/photos of any exam
- Phones must be powered down.
- Students must place all personal belongings at the front or side of the classroom, as designated by the instructor.
- Personal items will not be permitted at the student desk. Personal items include, but are not limited to:
 - Any electronic device

- Bags/purses/wallets
- Books/study material
- Cameras of any kind
- Coats/hats/scarves/gloves
- Food
- Watches
- Lip Balm

Make-up Examinations

- Students who are ill or have an emergency that prevents their attendance at a scheduled examination must call the instructor prior to the scheduled examination.
- Students are required to contact the instructor administering the exam on the same day of the exam to request a make-up exam.
- Make-up examinations are administered at the discretion of the instructor. The instructor may require documentation.
- Make-up examinations will not be given later than one week from the scheduled exam unless an unusual or extenuating circumstance exists.
- The instructor may choose to administer an alternate exam.
- Five percent (5%) may be deducted if the make-up exam is taken one day after a scheduled exam. Ten percent (10%) per day may be deducted from the total thereafter.

Test Review

- It is each individual instructor's decision as to whether or how a test review will be given.
- No test review or exam results will be given until all students have completed the examination.
- Any question concerning a test score must be brought to the attention of the instructor within one (1) week of the examination date.
- It is not program policy/philosophy to discard test questions solely based on student arguments.
- Students are encouraged to review each test within two (2) weeks of the exam. Analysis of test-taking and study skills can be discussed with the instructor at this time.
- Exams may be reviewed only one time.
- Review of final exams is against program policy.

Rev: 7/22

Assignments

- All assigned papers are due by the assigned due date at the beginning of class.
- No late papers will be graded. A grade of zero (“0”) will be assigned to that paper.
- All work must be turned in to complete the objectives of the course.
- All approved group assignments must include the names of all contributors.
- All PTA program assignments must be cited, according to current editions of the American Medical Association (AMA).
- Assignments will be evaluated using an associated rubric.
- Assignments are to be uploaded to Canvas and, where applicable, must go through the system plagiarism checker.
- Plagiarism scores must be below 15%. Scores 15% or higher will result in a “zero” grade and may trigger academic dishonesty policy.
- Students are expected to follow specific guidelines provided in each syllabus regarding other assignments.
- Review of assignments must take place within two (2) weeks of submission.

Rev: 7/22

Attendance

Information

Attendance is integral and critical to student success in any program. Attendance and punctuality reflect professional accountability. The attendance policies of the programs apply to all students in accordance with the COD college catalog and with the governing body of each program. A student is expected to attend all sessions of the classes (lecture, lab, or clinical) for which they are registered, be on time, and when absent, notify their instructor, and obtain any missed information from fellow students.

Students may be required to attend clinical on days and times that the student is not usually scheduled. Successful completion of the clinical portion of each course is based on student performance according to established clinical objectives. These rescheduled clinical experiences will be used exclusively for situations that result in loss of clinical experiences due to clinical site restrictions. These rescheduled clinical experiences will not be used for make-up due to a student's illness, a need for remediation, or a loss of clinical days due to a student's inability to meet deadlines imposed by clinical agencies.

Policies

1. Non-attendance on the first day may result in being dropped from the class
2. Full and prompt attendance at class is expected and mandatory. Patterns of absences and tardiness will be monitored in each course and through the program
3. It is the student's responsibility to contact their instructor regarding any absences or tardiness prior to the start of the class meeting. All instructors have voice mail and email options. Failure to do so will result in a Performance Improvement Plan for professionalism concerns.
4. Do not give messages to other students for the instructor.
5. If absences mean that a student is unable to meet objectives, failure of the course will result.
6. The COD PTA program abide by the attendance policy outlined in the college catalog
7. It is the student's responsibility to obtain any missed information from fellow students.
8. Faculty may require make-up for missed classes.
9. Students who miss more than fifteen (15) minutes of class will be considered absent.
10. Students tardy but less than fifteen (15 minutes) after the start of class, will receive a Performance Improvement Plan. A pattern of three (3) or more of these instances may result in triggering the Professional Conduct policy and possibly leading up to a failing grade.

Academic Dishonesty

Information

Academic honesty is a cornerstone of the educational community. Plagiarism and cheating are characteristics of unprofessional behavior, a violation of the Code of Ethics, and are considered academic dishonesty. In addition to a “zero” for the assignment, this behavior may lead to failure of the course without the possibility of reinstatement.

Examples of academic dishonesty include, but are not limited to:

- Sharing information regarding tests, practicals, or other forms of evaluation.
- Plagiarism
- Cheating
- Resubmitting an assignment previously used for credit
- Failure to cite sources used in submitted work
- Failure to properly cite sources in text and in reference
- Using someone else’s work for credit.
- Recording exam material or exam review sessions

Refer to the current COD catalog for more examples and information on academic dishonesty.

Policy

In the instance that academic dishonesty is suspected, faculty will:

1. Schedule a meeting with the student to gather further information regarding the intent, understanding of instructions, and policies of academic dishonesty.
2. Take the information gathered to scheduled meeting with Program Director
3. Cases of plagiarism will result in a “zero” for the assignment, regardless of intent.
4. In addition to a “zero” on the assignment, cases of academic dishonesty will result in remediation or possibly dismissal from the program on the grounds of dishonesty and violation of the code of ethics.

Academic Schedule and Work Recommendations

Information

Due to the fast pace and heavy academic demands required by the programs, the faculty recommends that students avoid employment more than 12 hours per week. Clinical schedules are subject to changes each semester. Therefore, students' personal commitments must remain flexible to accommodate scheduling requirements throughout the program.

Policy

1. A student may not work a night shift prior to a clinical day. Night shift is considered between 10 p.m. and 6 a.m.
2. Students may be sent home for perceived unsafe behavior due to lack of sleep. This will result in an absence on the student's attendance record and a Performance Improvement Plan for potential safety concern and unprofessional behavior and possible failure without the possibility of reinstatement on the grounds of safety.

PTA Program Dress Code

Information

Physical Therapist Assistant students have an obligation to maintain professionalism. Proper appearance is integral to professionalism and the role of the healthcare provider. Therefore, the following dress standards have been developed. Student dress and grooming will reflect the policies of the program, the technical requirement of the task, and the positive image of the program.

Dress Code for Lab

The dress code provides for an effective learning environment and promotes the safety of students and their lab partners. Attire should not be visually distracting to others or disruptive to the educational experience. Shorts, tank top and sport bras and/or T-shirt are required for lab sessions.

Grooming

- Students will be clean, free of odor and strong fragrances (e.g., bad breath, cigarette smoke, perfume) and well groomed.

Hair

- Hair will be neat, clean, controlled, and secured so as not to interfere with client care.
- Mustaches, beards, and sideburns must be neatly trimmed.
- Hair color must be within the realm of genetic possibility.
- Hair must be pulled back away from the face and up off the collar.
- No multi-color hair clips or decorative holders are allowed in the clinical setting

Nails

- Nails must be short and clean.
- No nail polish may be worn.
- The wearing of artificial acrylic/gel nails, dip, or anything requiring UV light is prohibited while providing patient care.

Make-up

- Make-up will be subdued.
- False eyelashes are prohibited.

Jewelry

- One ring in the form of a plain wedding-type band will be permitted.
- Only one pair of stud earrings will be permitted.
- No earrings or body jewelry is allowed in any area of the ear except the lower earlobe.
- Other visible piercings are not allowed.

Tattoos

- Tattoo coverage must be maintained with clothing items under dress code standards. Bandages, “sleeves”, etc. are an infection control risk and are not permitted.

Lab Policies and Procedures

Release of Liability and Assumption of Risk

The Desert Community College District has all student sign a release of liability and assumption of risk agreement to participate in classes with a lab/activity component, this includes classes in the physical therapist assistant program. Students must maintain good judgement and utilize standard precautions at all times. While serving as the simulated patient, it is the student's responsibility to communicate any issues that could affect safety.

Interactions with Human Subjects and Patients

During the student's education within the physical therapist assistant program, students will interact with patients and human subjects in the lab, classroom and clinical settings. Students are expected to follow all professional and legal standards as laid out for the physical therapist assistant.

Lab Availability

The laboratory space will be open and available outside of normal class time to allow for student practice and study. Open lab times will be posted on a semester-by-semester basis on the LMS system and within the lab. If students want to practice with a specific piece of equipment it is recommended, they email the faculty member present during specific open lab session. The open lab session is for student practice of previously learned skills, practicing of skills prior to receiving proper instruction is dangerous and is not allowed. Students must use standard precautions for infection control at all times

Lab Upkeep and Laundry Usage

The lab should be kept in a clean and orderly manner at all times. Tables and equipment are to be cleaned by each student after each use. Clean linens can be found in the linen closet. Used/soiled linen should be placed in laundry bin.

Laboratory Equipment and Supplies

Equipment and supplies are the property of the college. Care should be provided to the equipment and used with safety and good judgement. After use, equipment and supplies should be return to their original storage place following proper cleaning procedures. Equipment and supplies are not to leave the laboratory room without the permission of the Program Director. Students assume the financial responsibility of any equipment checkout from the lab. All equipment that has an electrical component is inspected on an annual basis during the Spring (April/May), repairs and calibration are performed. The Program Director inspects all other equipment in lab facilities such as wheelchairs, walkers, crutches, etc. and coordinates any repairs or replacement that is needed. If a student notes any potential safety hazards in the physical therapy laboratory, the instructor or Program Director should be notified to prevent injury or accidents. Materials Safety and Data Sheets are maintained for all hazardous materials and are kept in the PTA laboratory.

STUDENT PROGRESSION

Entrance

Physical Therapist Assistant Program Application Process

Application to COD's PTA program is separate from application to the college. An application form is available during specific application periods and can be obtained from the school website. Enrollment into the PTA program is limited. Detailed information regarding the PTA program, selection, and other important particulars is available on the School of Health Sciences & Education website. Any falsification of application information will result in immediate disqualification as a candidate for the program.

PTA Program Acceptance

In accordance with legislation and Education Code, applications will be initially evaluated to determine eligibility based on completion of all prerequisite courses with a combined GPA of 2.75 and Anatomy and Physiology GPA of 2.4.

Those applicants determined to meet baseline eligibility requirements will then go through the random selection process.

Applicants determined to be eligible, but not initially selected, will remain in consideration for selection according to their random selection ranking until all slots in the class offered have been confirmed as accepted. Afterwards will be awarded a waitlist number. If a student applies the following semester who is on a waitlist they will be given priority based on their waitlist number. All new applicants will go through random selection process for remaining slots.

Registration

Students must be registered for the PTA course that they are attending. Students will not be allowed in class if they are not officially registered. Registration is done by the PTA program once you have been accepted into the PTA program.

PTA Program Grading and Evaluation

Didactic

- A student must earn a 70% or better in the classroom portion as well as 70% average or better across written exams for the course and 75% on all lab practicals of each class in order to progress to the next semester.
- It is the policy of the PTA program that grades are not rounded.
- No extra credit work will be provided to students to achieve a passing grade.
- All assignments must be completed and turned in even if the assignment is late and the student receives a zero.
- Students have two (2) weeks to review any assignment or exam.
- Grades for program courses are calculated on a rating system in the following manner:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	60% or below

Clinical

- Clinical is pass/fail.
- In order to receive a passing grade in clinical, the student must meet all of the following criteria:
 - Must meet all clinical objectives in all areas of the clinical evaluation tool by the end of the semester.
 - All learning activities must be completed to pass clinical. Incomplete or missing work results in a clinical failure.
- Clinical evaluation is based on performance in the clinical setting, skills check-off, and required written work.
- Students must pass clinical as well as theory to progress to the next semester.

Rev: 7/22

Student Evaluations

Information

All students will be kept apprised of their performance in both the lecture, laboratory and clinical components of all PTA courses.

If during a course a student receives a grade below a 75% on an examination or practical exam, this will automatically trigger a student requiring a Performance Improvement Plan (PIP)

All Students will receive written evaluations of their clinical performance during conferences with their clinical faculty at mid-term and at the end of the semester. Mid-Term and Final evaluations are signed by both the student and instructor and placed in the student's file.

An instructor may initiate a PIP at any time during the semester to improve student performance.

Performance Improvement Process

1. If at any time, a student's performance in a PTA course is unsatisfactory, the instructor in collaboration with the student will meet to discuss the challenges.
2. Students will complete a [Student Success Plan](#) prior to meeting with the instructor. [Student Success Plans](#) can be located on the [website](#).
3. Course faculty will determine if remediation is possible, based on their professional judgment. If remediation is possible, the instructor(s) and the student will jointly develop the PIP that may include a referral for additional support.
4. The PIP may be composed of both required and optional strategies for improvement.
5. An agreed upon completion date will be instituted. It is the student's responsibility to complete all required elements of the PIP by the deadline.
6. Failure to meet the stipulations identified in the PIP by the designated date may result in failure of the PTA course and inability to progress in the PTA program.
7. If remediation is determined to not be possible the student will receive a failing grade in the course and may be ineligible to reinstate.
8. The instructor and student will meet after the completion of the strategies for improvement to discuss the outcome. At this time, the PIP can be closed or a new one created with a new collaborative plan and agreed upon deadline. This process can continue until satisfactory performance is achieved, or remediation is no longer recommended.
9. Instructor may present the case at a closed faculty meeting to collaborate for best course of action.
10. If during the faculty meeting it is decided the student is unable to meet course and/or clinical objectives or remediation is not recommended, the student will be provided a final PIP with noted issues and exit interview.

Rev: 7/22

Program Completion

PTA Graduation Requirements

Please refer to the [COD college catalog](#) for current graduation requirements.

After Program Completion

For a variety of reports and records, the program needs information regarding your employment and/or further education. Additionally, 3 to 6 months after graduation you will receive a program satisfaction survey by email. We greatly appreciate and need your participation and cooperation in completing and returning the surveys as requested.

National Physical Therapy Examinations

Graduates of the COD PTA programs are eligible to apply for the NPTE Examination. Satisfactory completion of this examination, background clearance and jurisprudence results in licensure in the State of California.

There is an application fee to apply to the Boards of Physical Therapy. There is also a registration fee to take the NPTE. During the final semester of the program, students will meet with the Program Director or designee at which time applications and information regarding filing dates and preparation for examination will be shared. The student will be responsible for completing application materials during the timeline presented.

Application to Graduate

Once it is determined that a student is eligible for graduation, an "Application to Graduate" form may be obtained online under the Admissions and Records forms section of the student portal (My COD account). Please see the Schedule of Classes for deadlines. If you do not comply with the deadlines for "Application to Graduate", then your name cannot be submitted to the California State Boards to allow you to sit for the NPTE exam.

Evaluation of Transcripts

Degrees are not automatically awarded. Students must review their transcripts with a Counselor for completeness prior to technical phase to assure all coursework requirements for graduation have been met.

Graduation

All graduates of COD PTA program, are eligible and encouraged to attend the college commencement exercises at the end of the spring semester. The student should visit the [Admissions and Records website](#) for information on participation in college commencement exercises. The student will be asked to confirm participation in commencement exercises through their "Application for Graduation".

Program Exit

If the student exits before the end of the semester, it is the student's responsibility to officially withdraw from the course by contacting Admissions and Records. The student will then need to complete the two-step Exit Interview procedure, including meeting with the faculty member first and then follow through with an appointment with the Program Director or designee.

Rev: 7/22

Program Reinstatement

Information

A student has only one opportunity to be reinstated into the PTA program. Reinstatement is required if the student does not successfully complete a course in the scheduled timeline, for any reason. Reinstatement could result from withdrawal from the course, being dropped for any reason, or unsuccessful completion of the course. Because the size of each class is limited, reinstatement to the program is subject to available space. If there is no room, a student may have to wait until there is space available.

Policy

1. Any student seeking reinstatement must complete and submit a [“Request for Reinstatement”](#). The “Request for Reinstatement” is available on the [COD PTA website](#).
2. Requests for Reinstatement are void if a student did not complete an exit interview.
3. A [“Request for Reinstatement”](#) is required each semester until reinstatement is granted.
4. Reinstatement is defined as being accepted into the course following the semester that was last successfully completed.
5. Students who withdraw from the program due to severe medical circumstances (i.e. hospitalization or life-threatening illness) and can provide substantial documentation verifying their reason for withdrawal, may upon vetted review by faculty, be permitted an additional reinstatement.
6. All reinstated students are placed in the program on a space available basis.
7. Students who have not been reinstated into the program within two (2) years of the last successfully completed course will need to reapply to the program.
8. Students reinstated into the program will be given a remediation plan to assist in their success. The remediation plan will be communicated to the student at least four (4) weeks prior to the start of the intended semester of reinstatement. Remediation plans may include meetings with the counselor, academic support specialist, simulation, and other activities deemed necessary by faculty.
9. Qualified reinstatement is contingent upon completion of all parts of mandatory remediation plan.
10. A student who exits the program will be considered ineligible for reinstatement into the PTA program for:
 - a. Unsafe clinical performance as determined by a faculty member based on the clinical evaluation tool.
 - b. Acts of dishonesty or unethical behavior
 - c. Violation of the PTA program professional conduct standards.
11. Reinstated students will be required to fulfill all requirements implemented for their incoming term including new onboarding, new student orientation, background, etc.

CLINICAL POLICIES

Clinical Placement

Information

College of the Desert has an affiliation agreement with each of the facilities where students are placed for clinical. Students and faculty are subject to the general policies of each institution. Students should anticipate the need to occasionally change clinical schedules, during a semester, to meet clinical objectives.

Policy

Please refer to Clinical Education Handbook for full list of policies.

Rev: 7/22

Confidentiality and Privacy Policy

Information

Students are involved with the complete personal care of clients in many facilities. Students will comply with all privacy standards as accorded by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. For further information about HIPAA Guidelines visit the [Human Health Services](https://www.hhs.gov/hipaa/for-professionals/index.html) website. <https://www.hhs.gov/hipaa/for-professionals/index.html>

The second standard of the APTA Standards of Ethical Conduct for the Physical Therapist Assistant addresses the Physical Therapist Assistant's responsibility to protect patients' privacy and confidentiality.

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

2D. Physical therapist assistants shall protect confidential patient and client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

Policy

1. All PTA students must adhere to strict confidentiality of all patient/client/resident, student, agency, and healthcare team information at all times without exception, including but not limited to social media sites.
2. Communication (verbal, electronic, or written) about clients and/or clinical experience that reveals any Patient Health Information (PHI) is a direct violation of privacy and confidentiality regulations and client rights.
3. Any documents containing PHI may not leave the clinical facility.
4. Removal of documents from facilities will result in a safety violation and removal from the program.
5. Failure to maintain the confidentiality of others will not be tolerated and may lead to immediate dismissal from the program without readmission privileges.
6. Maintaining confidentiality of the patient/client/resident information supersedes the student's personal, religious, or cultural responsibilities.
7. In addition, students are protected by Family Educational Rights and Privacy Act (FERPA) and should not be discussing the performance of other students with anyone without a need-to-know.
8. Students should also not be sharing student ID numbers, usernames, and passwords with anyone as this information links to a student's personally identifiable information.

Protected Health Information includes the following patient identifiers. This list was extracted from the HIPAA Security and Privacy regulations.

- Name & initials
- Geographic subdivisions smaller than a state (includes street address, city, county, precinct, zip code and equivalent geo codes - except the first three digits of zip codes unless the population density is under 20,000).
- All date elements, other than year, related to an individual (includes birth date, admission date, discharge date, date of death).
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social Security numbers

- Medical record numbers
 - Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers (includes license plate numbers)
- Device identifiers and serial numbers
- Web universal resource locators (i.e., URLs)
- Patient-related photos

Adopted and Revised: 7/22

GENERAL STUDENT INFORMATION

General Department Information

Hours

The School of Health Science and Education office is generally open from 8 am-5 pm Monday – Friday. During the summer, the campus switches to a schedule of 7:30 am-5:30 pm Monday- Thursday and is closed on Fridays. The front office contact number is 760-776-2579. Program-specific information can be located on the College of the Desert (COD) PTA website. Course-specific information can be located on the college’s Learning Management System (LMS), Canvas.

Appointments with Faculty

Faculty are available to meet with students during posted office hours. Students are encouraged to contact faculty to arrange an appointment.

Lost and Found

COD and clinical agencies are not responsible for the loss of valuables, including textbooks. We recommend that all books and class materials be marked with your name. Items found can be retrieved from the front desk. After two weeks, items are turned over to the Public Safety department.

Student Emergencies

Students are required to have emergency contacts listed in the COD Portal (Self-Service). Students are responsible for ensuring that emergency contact information is current throughout the program.

Emergency notification for students is accomplished by contacting the School of Health Science and Education staff at (760) 773-2579 or (760) 568-3093, who will then contact the student/instructor. After hours and on weekends you may contact Campus Security at (760) 341-2111.

Student Contact Information

Initial contact information is collected from the student application to the program. Students are required to maintain current contact information on the COD Portal. Changes to phone numbers can also be reported to the front desk staff.

Visitors, guests, children, etc.

Students are not allowed to bring guests, children, or friends to class, clinical settings, or lab experiences. These individuals are not covered by campus insurance and thus create potential liabilities.

Student Representation on Committees

Students are encouraged to participate in the college governance structure and take part in the student legislature. In addition, students are asked to select representatives to the School of Health Sciences and Education and PTA program faculty meetings where they will have opportunity to address student concerns. Student participation at these meetings is critical to implementation of the PTA program that is responsive to student needs. Students are a non-voting member at the faculty meetings.

The schedule of School of Health Sciences and Education and PTA program meetings will be posted each semester on the website.

Meetings typically are held on Thursdays from 3 pm to 5 pm in the BNC conference room.

Faculty & Staff Contact Information

Department Role	Name	Email Address	Phone Number
Dean of Health Science & Education	Gary Plunkett	gplunkett@collegeofthedesert.edu	760-773-2581
Program Director	Matthew Wilson, PT, DPT	mawilson@collegeofthedesert.edu	760-565-4839
Clinical Education Coordinator	Benjamin Fitzpatrick	bkfitzpatrick@collegeofthedesert.edu	X5996
Administrative Assistant	Natalie Holland	nholland@collegeofthedesert.edu	760-8620-1318
Administrative Assistant	Vincent Gandrillon	vgandrillon@collegeofthedesert.edu	760-776-2579

Advisement

All services at COD are available to PTA students. The college catalogue has a list of services available. If you feel the need for personal, educational, or financial help, contact your instructor who can guide you to the proper offices on campus. For your convenience, as well as that of the faculty, appointments are encouraged. If you do not wish to share your problem with your instructor students may always contact a counselor directly for a confidential conference.

Student Success Services

To assist you in successfully completing the PTA program, COD provides Student Success services. Information on these services can be found on the COD website. Some services include:

- Counseling
- Progress monitoring
- Supplemental instruction
- Library
- Tutoring
- Study services
- Financial aid resources
- Remediation/academic support
- Veterans Services

Rev: 7/22

Letters of Recommendations

Information

Letters of Recommendation (LOR) can be used for scholarships, employment, and for the Boards of Physical Therapy. Depending on the type of LOR needed, the procedure may vary. LORs are completed via a standardized form.

Students are notified, during new student orientation, of the impact that criminal background issues may have on licensure. Students are encouraged to discuss any criminal background issues with a counselor prior to beginning a program that may end in difficulties with licensure from state board agencies.

Procedure for Employment or Scholarship LORs

1. Students can seek employment or scholarship LORs from Core and Associated Faculty members.
2. Students should first speak with the faculty member from whom they want a letter of recommendation (LOR).
3. After verbal consent to write a LOR, students will request a "Request for Letter of Recommendation" from the front desk.
4. The Health Science and Education staff will email the form to the student and faculty member via Adobe Sign.
5. The student will complete sections assigned through Adobe Sign.
6. The faculty members will complete sections assigned through Adobe Sign.
7. A copy of the LOR will be emailed to both the student and faculty members.

Adopted: 12/21

DEPARTMENTAL FORMS

All departmental forms are located on the PTA website. The following pages show an image of the document for reference only. Do not use the following pages for submission.

PTA Program Performance Improvement Plan (PIP)

Name: _____ Course: _____ Date: _____

Area of Concern:

____ Lecture ____ Lab Current Grade: _____

Nature of Concern/Principle Violated:

____ Knowledge Deficit ____ Time Management ____ Interpersonal Concern ____ Safety
____ Skill Performance ____ Communication ____ Documentation ____ Attendance
____ Medication Concern ____ Professional Behavior ____ Application of Theory to Practice

Specific(s) of Concern:

Supporting Documentation:

College Catalog: _____ Course Syllabus: _____
Student Handbook: _____ Other: _____

Is Remediation Recommended? ____ Yes ____ No

(If "yes" complete the performance improvement plan. If "no" describe the consequences of this incident below)

Performance Improvement Plan to Include: **Completion Date:** _____

Required:

____ Meet with Course Instructor ____ Programs Referral ____ Meet with Academic Support
____ Meet with Counselor ____ Student Success Plan ____ Other

Suggested:

____ Reduce Work Hours ____ Join Study Group ____ Develop Concept Maps
____ Make Flash Cards ____ Engage in Self-Care Activities ____ Employ Better Time Management

By signing below, I agree to implement this PIP and abide by the plan of remediation by the above date. I understand that failure to successfully meet the requirements of this PIP may result in failure of this course and inability to proceed in the PTA program.

Student's Signature Date Faculty Signature Date Faculty Date

Student Success Plan

Name: _____ **Course:** _____ **Date:** _____

Please identify factors that have impacted your ability to be successful. For any checked areas please expand on what the issue is and describe the plan of action you will take to guide your future success.

<input type="checkbox"/> Time Management	<input type="checkbox"/> Work Schedule	<input type="checkbox"/> Family/Personal Issues	<input type="checkbox"/> Study Skills
<input type="checkbox"/> Financial Issues	<input type="checkbox"/> Communication Issues	<input type="checkbox"/> Insufficient Skill Practice	<input type="checkbox"/> Illness

What resources are you currently using?

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Program Confidentiality of Information

I understand and fully acknowledge the high degree of importance for exercising discretion and confidentiality regarding all information to which I am exposed as a result of being affiliated with College of the Desert and its clinical sites.

In the regular course of my studies, I recognize that I have access to patient information, whether personal, medical, or otherwise. I also am fully cognizant that I am strictly forbidden to discuss, transmit, or narrate such confidential information in any form, except in the routine conduct of my specified job as a student in the Health Sciences Program.

In the regular course of my studies, I also recognize that I have access to medical records, computer software and related documentation, financial records, methods of operation and other information or documentation which constitutes or contains confidential or proprietary information. I also am fully aware that I cannot share or discuss with anyone such confidential or proprietary information, unless specifically asked to do so by my instructor, either during or after my course of study.

I have discussed with my instructor and fully acknowledge the high degree of importance for exercising, at all times, discretion and confidentiality regarding all information to which I am exposed as a result of being affiliated with the clinical sites during my enrollment in the Health Sciences Program.

I understand that failure to adhere to the above will constitute just cause for disciplinary action to include possible termination, without prior notice, from College of the Desert.

Print Full Name

Term 3: _____
Signature Date

Term 4: _____
Signature Date

Term 5: _____
Signature Date

