



# Physical Therapist Assistant Student Manual

This Manual and its contents have been reviewed and approved by the administration of Horry-Georgetown Technical College.

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This manual has been prepared for the use of the Physical Therapist Assistant students at Horry-Georgetown Technical College.

Revised August 2023

## HGTC PTA Student

We are delighted that you are considering a career as a Physical Therapist Assistant. We hope you will enjoy this chapter in your educational experience as you learn more about one of the most exciting areas of the human services professions.

To assist in orientation to the PTA program, we have prepared this student manual which we hope will answer many of your questions. You may also check the web site at [www.hgtc.edu](http://www.hgtc.edu), and or call the Program Director at 843-477-2075 or ACCE at 843-477-2000.

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## **Address:**

Horry-Georgetown Technical College  
Grand Strand Campus Building 1000  
Robert E. Speir Jr., Healthcare Education Building  
3501 Pampas Drive  
Myrtle Beach, SC 29577-5044

## **Statement of Equal Opportunity/Non-Discrimination**

Horry Georgetown Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to address inquiries regarding the non-discrimination policies: Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer: Associate Vice President for Human Resources and Employee Relations, HGTC, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, who serves as the College's Section 504, Title II, and Title IX Coordinator. Student and prospective student inquiries concerning Section 504, Title II and Title IX and their application to the College or any student decision may be directed to Associate Vice President for Student Affairs, HGTC, PO Box 261966, Conway, SC 29528-6066, 843-349-5228.

## **Physical Therapist Assistant Degree Awarded:**

**Associate in Applied Science, with a Major in Physical Therapist Assistant (PTA)**

## **Physical Therapist Assistant Accreditation**

Horry-Georgetown Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

## **Accreditation Status: [Accreditation Status](#)**

Horry-Georgetown Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Horry-Georgetown Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Horry-Georgetown Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org))

## **Horry Georgetown Technical College Mission Statement:**

The mission of Horry-Georgetown Technical College is to provide accessible, affordable, high-quality, comprehensive two-year collegiate education and workforce development; to provide a student-centered environment and inspire lifelong learning; to promote learning through teaching excellence; to

promote community service and embrace diversity; to promote economic growth; and to embrace technological innovation in instruction and workplace applications.

### **Horry Georgetown Technical College Philosophy:**

The College endeavors to fulfill its mission by fostering the belief that all people should have an equal opportunity for personal and professional growth, and to develop skills, knowledge, and values necessary for a productive and meaningful life.

In order to promote achievement by ethnically, socially, and economically diverse individuals, the College maintains open admissions. The College values inclusiveness and embraces diversity. The College provides students with the knowledge, skills, and experiences necessary for success in achieving their career and educational goals.

### **HGTC PTA Program Mission Statement:**

Consistent with the mission of Horry-Georgetown Technical College, the Physical Therapist Assistant program provides evidence-based didactic and clinical education to prepare graduates from diverse cultures and backgrounds to enter the physical therapy profession. The comprehensive learning opportunities of the program will enhance the lives of HGTC students, strengthen the physical therapy workforce and contribute to the health and well-being of the community we serve. Faculty and graduates of the program will exemplify the Core Values of the Physical Therapy profession and demonstrate dedication to the profession and professional growth through life-long learning.

### **HGTC PTA Program Philosophy:**

The student faces numerous choices and challenges, opportunities, and obstacles through the Physical Therapist Assistant education process. The faculty recognizes that student centered learning is the foundation of the PTA's program.

To provide all students with effective strategies and resources to take advantage of the opportunities that are available to them.

The program promotes cutting-edge professional practice including evidenced-based practice, critical thinking, skill acquisition, anxiety and personal management decisions, ethics, and legal considerations and service-learning opportunities.

Physical Therapist Assistant Program recognizes the tenet that the students should assume the responsibility for the quality of their own lives and are responsible to themselves for their accomplishments, behavior, and academic achievements.

It is the policy of HGTC to encourage members of its faculty to join and actively participate in professional organizations. They are particularly encouraged to join organizations directly related to their employment positions so, that they will always be aware of current trends, developments, and accomplishments.



## **PTA Program Goals**

1. The program will support diversity and inclusion to meet the needs of Horry and Georgetown communities.
2. Students and faculty will exemplify the Core Values of the Physical Therapy profession to provide highest quality of physical therapist services.
3. Prepare competent graduates to be successful on the National Physical Therapy Examination (NPTE) to qualify for state licensure and meet the community's employment needs.
4. Students and faculty will demonstrate dedication to the profession and professional growth through lifelong learning.
5. Produce graduates who work effectively as a member of the health care team to provide high quality contemporary patient-centered care.

## **HGTC PTA Student Learning Outcomes:**

After successful completion of the Horry-Georgetown Technical College Physical Therapist Assistant Program, the graduate will be able to achieve the following program learning outcomes (PLO's).

PLO1: Students will demonstrate competence in implementing interventions and performing data collection within the parameters of the physical therapist plan of care based on the review of medical and physical therapy documentation for common pathologies seen by physical therapist assistants.

PLO2: Students will comply with policies and procedures and participate in quality assurance to ensure safety for all stakeholders and effective response to patient/client and environmental emergencies that occur in the healthcare setting.

PLO3: Students will use information and technology to communicate, document, manage knowledge, mitigate error, and support decision making for effective operation of the organization.

PLO4: Students will demonstrate professional and ethical behaviors consistent with the core values for the physical therapist assistant.

PLO5: Students will communicate effectively with all stakeholders for patient-centered, interprofessional collaborative care with respect for individual, socioeconomic, cultural, and psychological differences.

## **College Organizational Chart:**

See the link below for the organizational structure for the Physical Therapist Assistant Program:

[Academic and Workforce Development Divisional Listing\\_ 202310\\_Fall 2023.pdf](#)

## **PTA Program Faculty**

Program Director: The Faculty member who is designated as and has responsibility for the management of the PTA program. The Program Director is employed full-time by the institution that houses the PTA program and usually has a faculty appointment.

Academic Coordinator of Clinical Education (ACCE): The Faculty member who has responsibility in the program for coordinating the clinical education portion of the curriculum.

Adjunct Faculty: those individuals who have classroom and/or laboratory teaching responsibilities in the program and who are employed by the institution.

Guest Lecturers: those individuals who have classroom and/or laboratory teaching responsibilities in the program and who are not employed by the institution.

Clinical Education Faculty: those individuals who provide the clinical instruction and supervision of students when students are engaged in the clinical education portion of the curriculum. Clinical Education Faculty are generally comprised of the Site Coordinators of Clinical Education (SCCEs) and Clinical Instructors (CIs). While these individuals are not usually employed by the institution that houses the PTA program, they do agree to certain standards of behavior through contractual arrangements for their services.

### **Career Opportunities for PTA's:**

For more information about careers, visit [O\\*Net Online](#) for an overview of South Carolina and National earnings statistics, and Horry-Georgetown Technical College's [Career Services](#) for more employment resources.

American Physical Therapy Association: <http://www.apta.org/AboutPTAs/>

South Carolina APTA: [www.aptasc.org](http://www.aptasc.org)

**Costs of the Program:** Refer to the College's and Program website: [Tuition and Fees](#) and

[PTA Program Financial Fact Sheet](#)

**Financial Aid:** Refer the College's website [www.hgtc.edu](http://www.hgtc.edu) and click on Financial Aid under the Quick Links.

### **Licensure Requirements for A Physical Therapist Assistant:**

As of 2014, all 50 states will require Physical Therapist Assistants to be licensed, registered, or certified. States requiring licensure stipulate specific educational and examination criteria.

### **Notification of Disclosure Regarding Felony Convictions, Substance Abuse and Malpractice:**

Applicants should know to apply for the National Physical Therapist Assistants Examination (NPTE) includes questions regarding any felony convictions. Additionally, applicants should know that most states have regulations regarding an applicant's eligibility to practice as a PTA in each state. As part of the application process, states may request information regarding history of chemical and/or drug abuse, felony convictions and malpractice. Finally, applicants should know that passing a background

check is a prerequisite to being accepted as a student intern by a growing number of hospitals, schools, and institutions for field work clinical experiences. A felony conviction may seriously limit the availability of fieldwork opportunities while a student, resulting in an inability to complete all requirements necessary for graduation.

## **Admissions to HGTC PTA Program:**

Horry Georgetown Technical College does not discriminate in employment or personnel decisions, or in student admissions, or in student decisions, or in all other segments of the College community on the basis of race, sex, age, national or ethnic origin, religion, disability, ancestry, political affiliation, marital status or unfavorable discharge from military service, in the educational program and activities which it operates, and the College is prohibited from discrimination in such manner by applicable laws. The Office of Student Affairs ensures that admissions procedures are applied equitably to program applicants by informing applicants of the requirements and process for admissions into the PTA program. Objective criteria are used throughout the admissions process. All students are required to meet certain minimum grade and GPA requirements to be considered for admission. The final determination for entry into the technical phase of the PTA program is the use of scores on a weighted criteria checklist to ensure that students are admitted to the program based on their qualifications. The PTA program requires that applicants complete an online information session for an overview of the program.

The Physical Therapist Assistant Program is included in the listing of all HGTC programs in paper and electronic promotional materials that are distributed, on paper and electronically. Additionally, the program is included in presentations to high school students during such activities as Senior Career Day, Educational Opportunity Day, and other recruitment activities sponsored by the College. Admissions Health Science advisors are informed about the PTA program and make this information available to students expressing an interest in related health care fields.

To view the weighted criteria checklist and additional requirements see the link below:

PTA Program Admissions Application: [Sample Application](#)

## **Acceptance, Matriculation, Graduation, Board Exam Pass Rates, and Employment Rates:** Information can be found at the following link: [Student Outcomes](#)

## **Student Expectations**

Come to class: Physical Therapy cannot be learned entirely from a book.

PTA is a hands-on profession, and you may gain many insights from your highly prepared faculty and other classmates.

Prepare for the class: read the material ahead of time, not all material may be covered in a class. Remember that your questions are helpful to classmates and by participating you enhance the learning

experience. Questions should be directed to clear up points of confusion rather than a general lack of knowledge.

Keep up with the class. Allow sufficient time so you do not fall behind. There is voluminous information that you will be expected to comprehend, organize your life, and prioritize your commitments.

Be active: your educational experience will be enhanced by working with other members of the class and faculty, college, and the professional association.

Give feedback: your perceptions, opinions, compliments, and criticisms in a responsible manner will help the program. Make appointments with faculty and staff to offer feedback in a timely manner to make your views known.

Be prompt: get to your class and clinics on time. This is not only a common courtesy, but a requirement as a Physical Therapist Assistant student.

Stay healthy: take care of yourself, watch your diet, sleep, and exercise levels. Practice stress management strategies and identify and use your support system.

Be courteous: even under times of stress, treat others as you would like to be treated.

Be responsible for yourself: You are an adult and mature and are expected to behave in responsible manner.

## **Time Commitments for Employment and Volunteer Service**

Being a college student in a health care service education program requires many hours of study outside the actual class time spent in classes and labs. Thus, we discourage full-time employment. Please consider study needs when making vocational educational choices. Campus job opportunities are routinely posted by the Financial Aid office and around the campus. We encourage volunteer and/or paid employment at facilities that offer physical therapy services. However, to maximize student learning experiences, we will not allow field clinical experiences at facilities where a student has had previous volunteer or work experience.

# Student Policy 1

## ***Title: Technical Standards, Essential Eligibility Requirements, and Essential Program Requirements of the PTA Program***

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): NONE

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

### **Purpose:**

1. Since the Associate of Applied Science Degree from an accredited PTA Program signifies that the holder is eligible to sit for the National Physical Therapy Examination (NPTE) and is prepared to practice physical therapy, it follows that graduates must have the knowledge and skills to function in a broad variety of clinical, community, or school-based situations and to render a wide spectrum of physical therapy services.

### **Policy:**

1. All students admitted to the PTA program at HGTC must meet the following abilities and expectations. These expectations may be met with or without accommodations. The student's ability to perform these expectations is evaluated by a qualified medical professional and documented on the student health record. If a student requires an accommodation noted by a qualified medical professional, the student must contact the Chair of the program. The Chair will determine if the accommodation can be provided by the clinical partners and if not, the student will be referred to Student Services.

**I. Sensory Processing:** The student is required to have functional use of vision, hearing, and touch along with an awareness of body position and movement. Specific visual skills require near and far vision, peripheral vision, and depth perception. Information from the sensory systems must be accurately perceived and interpreted to provide quality patient care.

**II. Cognitive Demands:** The successful PTA student maintains a high level of alertness and responsiveness during classroom, laboratory, and field work situations. The student must possess the ability to focus on a task for a prolonged time to allow for successful learning to take place. In addition, the PTA student must be able to recall information and organize information in an efficient and useful manner. This includes the ability to acquire, retain, and prioritize informational data, conceptualize, and integrate abstract information, apply theoretical knowledge to specific patient populations, justify a rationale for therapeutic interventions, problem-solve to create innovative and practical solutions.

**III. Physical Demands:** The successful PTA student must possess sufficient motor skills to allow for treatment intervention with a variety of clients. This includes functional use of all (four) extremities which would allow the student to carry out assessments and to provide therapeutic interventions in a

safe and efficient manner. Quick reactions are necessary not only for safety, but for one to respond therapeutically in most clinical situations. The student needs to demonstrate good mobility skills including the ability to walk, climb, stoop, kneel, crouch, and crawl to allow for one to complete therapeutic intervention on all types of surfaces. The student is required to maintain positions for extended periods of time such as sitting, standing, writing, and grasping. The student is frequently required to demonstrate good arm placement for reaching and positioning of hands to successfully manipulate large and small objects, lift and or move up to 10 lbs. and occasionally lift and or move up to 100 pounds. Physical endurance must be sufficient for the provision of direct, hands-on patient treatment for six or more hours per day.

**IV. Psychosocial demands:** The student must display emotional maturity to interact with a variety of individuals with diverse age, diagnoses, culture, and socioeconomic backgrounds. The student frequently needs to address multiple, demanding tasks simultaneously and therefore needs to have established effective strategies for stress management.

**V. Communication Demands:**

Written: The student must be able to effectively communicate in written English. The format may be from a brief note with appropriate abbreviations to a descriptive narrative.

Verbal and Non-Verbal: The student must be able to produce the spoken word and to interpret verbal information along with non-verbal cues of mood, temperament and social responses from patients/clients, supervisors, and peers. Response to emergency/crisis situations, as well as more routine communication must be appropriate to the situation. Communication must be accurate, sensitive, and effective.

Reading: The student must be able to read and comprehend information in English from a variety of written sources (e.g. textbooks, professional journals, medical/school records, and government regulations).

Computer: The student must be competent in basic computer use including the ability to use data bases and search engines to access information, perform word processing for writing; and utilize media software (e.g. MS Power Point) for developing presentations.

**VI. Environmental Demands:** The PTA student must be able to successfully negotiate, achieve access to, and function successfully within multiple environments. These environments may be physical, social and or cultural.

The physical environment would consist of non-human aspects. The student is exposed to wet/humid conditions (non-weather); work near moving mechanical parts, fumes or airborne particles, hazardous materials, blood borne pathogens, outdoor weather conditions, risk of electrical shock, risk of electromagnetic radiation and vibration. The noise level in the work environment will range from a classroom situation in which the noise level is low to an industrial or clinical environment where the noise level may be high.

The social environment consists of the norms, expectations, and routines of different environments. The PTA student will be exposed to multiple treatment environments that may have implicit and explicit rules and regulations for professional behavior.

The PTA student must demonstrate multicultural competency skills to allow for one to function within multiple client populations. Multicultural skills include awareness of one's culture, willingness to explore and become knowledgeable about another culture, being respectful to individual diversities, and being able to select culturally sensitive therapeutic interventions.

**VII. Professional Behaviors:** The student is expected to demonstrate the core values of the physical therapy profession. The student will demonstrate behaviors that meet the standards of ethical conduct for the physical therapist assistant. See the American Physical Therapy Association for a description of the core values and Student Policy 2 for a description of the standards of ethical conduct for the physical therapist assistant.

## Student Policy 2

### ***TITLE: Standards of Ethical Conduct for the Physical Therapist Assistant***

Original Approval Date: 2008

Revision Date(s): May 2021

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

To have the students acknowledge and demonstrate compliance with the scope of practice of a Physical Therapist Assistant in both legal and ethical dimensions; by demonstrating professional behaviors by behaving honestly, tactfully, dependably, enthusiastically, cooperatively, and industriously.

#### **Policy:**

1. The student will agree to follow the Standards of Ethical Conduct for the Physical Therapist Assistant Student while enrolled in the HGTC PTA program. The student acknowledges this by signing the student handbook agreement. See form in appendix.
2. Each technical semester, the student will meet twice with the program advisor to review the Values-Based Behaviors For The Physical Therapist Assistant Self-Assessment Tool. [PTA Self-Assessment Tool](#)
3. The Program Faculty will complete the Physical Therapist Assistant Program Academic Advising form for each student. See form in appendix.

## Standards of Ethical Conduct for the Physical Therapist Assistant

HOD S06-09-20-18 [Amended HOD S06-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08] [Standard]

#### **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. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life. No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.



# Standards

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

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

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

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/ clients.

2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.

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

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

3A. Physical therapist assistants shall make objective decisions in the patient's/client's best interest in all practice settings.

3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.

3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.

3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.

3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

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

4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.

4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients/clients, students, supervisees, research participants, or employees).

4C. Physical therapist assistants shall discourage misconduct by health care professionals and report illegal or unethical acts to the relevant authority, when appropriate.

4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.

4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.

4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

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

5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.

5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

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

6A. Physical therapist assistants shall achieve and maintain clinical competence.

6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.

6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

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

7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.

7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients.

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

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapy services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.

## **Student Policy 3**

### ***TITLE: Student Privacy and Confidentiality***

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): MAY 2021

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

The PTA faculty is committed to maintaining student privacy and confidentiality. All information related to student performance, counseling, and advising is kept confidential within the department. Student records are kept in a secure location. Only authorized college personnel have access to student records on an as needed basis.

#### **Policy:**

1. Students are required to acknowledge and sign the PTA Program Release of Confidential Information Form. See form in the appendix.
2. ACCE provides the clinical sites with a copy of the FERPA policy to ensure student privacy and confidentiality.
2. Students are instructed to follow the Privacy of Student Records/FERPA procedure stated in the College Catalog.
3. The PTA program is consistent with the college policy and procedure, see Policy Number 8.6.9 on HGTC webpage.
4. Student records in faculty offices must be kept in a locked cabinet.

## Student Policy 4

### ***TITLE: Informed Consent***

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): NONE

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

1. To explain the expectations and role of students or non-students when participating as subjects or as patient-simulators during laboratory and clinical experiences.
2. To provide information regarding videotaping, audio taping, photographing, or imaging of individuals for instructional purposes:
3. To inform students of requirements of clinical facilities that may include drug testing and background investigation:
4. To provide a means for the control of information the student wants the faculty or program to release to future employers, other programs, you (the student), etc.
5. To provide students with information regarding the legal responsibility of a patient's right to refuse participation in clinical education.

#### **Policy:**

1. Students are required to acknowledge and sign the PTA Program Lab Release Form. See form in appendix.
2. Non-students who participate in classroom and laboratory exercises are required to acknowledge and sign the Non-Student Informed Consent to Participate in Classroom/Laboratory Exercises for Educational Purposes. See form in appendix.
3. The PTA program follows the HGTC policy for College Use of Photographs 6.1.2. This policy can be found at [Photographs](#). Students acknowledge and sign the PTA Program Imaging Permission Form. See form in appendix.
4. The student upon admission into the program acknowledges the requirement to sign an affidavit acknowledging mandatory urine drug screening and criminal background check. The affidavit form is kept on file with the original PTA program application in the admissions office. The affidavit can be found at: [UDS and CBC](#)

5. Students sign a “RELEASE OF CONFIDENTIAL INFORMATION” form to allow the faculty or program to release information to future employers or other programs or to the student; including personal and academic information, release of immunization records, and release of practicum reports. This document may be found in the appendix of this manual.
  
6. Students are required to acknowledge and sign the Lewis Blackman Hospital Patient Safety Act Form. See form in appendix.

## Student Policy 5

### ***TITLE: Class and Clinical Education Attendance***

Original Approval Date: 2008

Revision Date(s): APRIL 2023

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

To provide guidelines and requirements regarding attendance for successful completion of the Physical Therapist Assistant Program.

#### **Policy:**

##### 1. Classroom Attendance

Students are expected to attend a minimum of 80% of all classes, but a program or an instructor may make the attendance policy stricter if required, with Program Director approval.

After the allowed number of absences, the student will be dropped from the course with a W or a WF. Remember an absence is an absence; there are no excused absences.

An absence is defined as missing greater than 10 minutes of classroom time or leaving class early with more than 10 minutes remaining.

Physical Therapist Assistant Program Classroom Attendance Policy:

For a 15-week course (Fall and Spring) the allowed number of absences is as follows:

For MWF classes:

9 absences are allowed for lecture and 9 absences from lab, regardless of the reason.

For MW classes:

6 absences are allowed for lecture and 6 absences from lab, regardless of the reason

For TTh classes:

6 absences are allowed for lecture and 6 absences from lab, regardless of the reason

For Classes meeting once a week for lecture:

3 absences are allowed for lecture and 3 absences from lab, regardless of the reason.

For a 10-week course (Fall and Spring) the allowed number of absences is as follows:

For MWF classes:

6 absences are allowed for lecture and 6 absences from lab, regardless of the reason.

For MW classes:

4 absences are allowed for lecture and 4 absences from lab, regardless of the reason

For TTh classes:

4 absences are allowed for lecture and 4 absences from lab, regardless of the reason

For Classes meeting once a week for lecture:

2 absences are allowed for lecture and 2 absences from lab, regardless of the reason.

For a 7-week course (Fall and Spring) the allowed number of misses is as follows:

For MWF classes:

4 absences are allowed for lecture and 4 absences from lab, regardless of the reason.

For MW classes:

2 absences are allowed for lecture and 2 absences from lab, regardless of the reason

For TTh classes:

2 absences are allowed for lecture and 2 absences from lab, regardless of the reason

For Classes meeting once a week for lecture:

1 absence are allowed for lecture and 1 absence from lab, regardless of the reason.

For a 6 week course the allowed number of absences is as follows:

MTWTH

4 absences for lecture and 4 absences from lab are allowed, regardless of the reason.

MW or TTH

2 absences for lecture and 2 absences from lab are allowed, regardless of the reason

For a 5-week course the allowed number of misses is as follows:

MTWTh

3 absences for lecture and 3 absences from lab are allowed, regardless of the reason.



MW or TTh

1 absence for lecture and 1 absence from lab are allowed, regardless of the reason.

After the allowed number of absences, the student will be dropped from the course with a W or a WF. Remember an absence is an absence; there are no excused absences.

Classroom Tardy

A tardy is defined as missing up to 10 minutes of classroom time.

Three tardy will be counted as one class absence.

## 2. Clinical Education Attendance

The student in clinical rotations is expected to adopt the working hours of the clinical supervisor.

Completion of full clinical hours is required to pass the clinical rotation. No more than 10% of the clinical hours may be made up at the discretion of the ACCE and Clinical Instructor.

Clinical absences in excess of 10% of the total hours required or failure to make up the allowed 10% will result in a grade of “unsatisfactory” for clinical and a failing grade for the course.

A clinical education tardy is defined as missing 1 to 10 minutes of scheduled clinical education.

For a four-week clinical rotation, the student may not have more than two tardies and for a seven week clinical rotation the student may not have more than three tardies. Missing more than the allowed number of tardies may result in removal from the program.

The student is expected to attend the clinic during regularly scheduled hours of operation. In some instances, this may require late/ evening, weekend hours and holidays.

The student will report to the clinic prior to the designated start time as established by the CI and ACCE. If for some reason the student is unable to arrive at the clinic by the designated start time, the student must notify the instructor and ACCE prior to the start of clinic.

Attendance throughout the Clinical Education Experience ensures maximum student participation in professional growth and development. Absences for non-emergency nature can limit the student’s educational experience in the clinic. No student may have any unexcused absence during a clinical education experience.

An unexcused absence is when a student is not present during a scheduled clinic day and has not obtained prior permission from either the CI or the ACCE. The Clinical Instructor and the ACCE will determine the reasonableness of the excuse.

Students should schedule all non-emergency appointments (dentist, doctor, other) outside of clinical hours. Students are not to leave clinical sites early for work. Work schedules must not interfere with clinical time. In the event of a conflict, the clinical takes precedence.

A student may request accommodations for clinical education schedules, but accommodations are not automatic and are dependent on the clinic and clinical instructor schedules.

## **Student Policy 6**

### ***TITLE: Electronic Devices***

Original Approval Date: 2008

Revision Date(s): August 20, 2017

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

To inform students of how electronic devices can be utilized in the PTA Program.

#### **Policy:**

All electronic devices that may disrupt the classroom must be turned off or on silent and put away during lecture and lab periods. Cell phones may not be placed on lecture tables or lab tables without special permission by the instructor for special circumstances. Computer devices may be used in the lecture and lab setting for purposes of accessing course material. Calculators may be allowed for specific quizzes/tests/exams when announced by the instructor. No electronic devices of any kind are permitted during testing in the classroom or laboratory setting. Audio or video recording of lectures, laboratory sessions, etc., may only be performed with the expressed permission of the instructor. Video or audio recording of reviews related to an examination, laboratory practical competency examination or other graded activity is not permitted under any circumstances.

## Student Policy 7

### ***TITLE: Dress Standards for Classroom, Laboratory and Clinic***

Original Approval Date: 2008

Revision Date(s): May 2022, August 22, 2019, October 2020

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, August 2019

#### **Purpose:**

To provide students with information concerning the dress and appearance in the classroom, laboratory, and clinical settings.

#### **Policy:**

##### 1. Attire:

Classroom Attire: The program requires students to wear solid color scrubs. Any solid color can be worn but the preferred colors of our clinical partners are navy blue, black, teal, Caribbean blue, or wine. Attire should be neat, clean, without wrinkles, and properly fitting with skin-colored undergarments. No visible cleavage, chest hair, stomach skin, or back showing. Students may wear cardigan or a lightweight jacket (i.e. microfleece) in the classroom or lab. Students may not wear hoodies or heavy jackets in the classroom or lab.

Laboratory Attire: The program requires students to wear solid color scrubs to the laboratory. Any solid color can be worn but the preferred colors of our clinical partners are navy blue, black, teal, Caribbean blue, or wine. Students should have appropriate shorts, tee shirts and tank tops under the scrubs for anatomical visualization as necessary. The attire should be neat, clean, without wrinkles, and properly fitting with skin-colored undergarments. No visible cleavage, chest hair, stomach skin, or back showing. Proper draping will be instituted as appropriate.

Clinic Attire: The attire consists of a collared shirt/polo and neutral color dress slacks or scrubs as allowed by the facility. The attire should be neat, clean, without wrinkles, and properly fitting with skin-colored undergarments. Pants must not drag on the floor. No visible cleavage, chest hair, stomach skin, or back showing.

2. Shoes: Students will wear skid resistant or non-slip shoes with enclosed toe and heel in the laboratory and clinic setting.

3. Hygiene: Hair must be neat, clean, and maintained so as not to contaminate a peer, patient, or the caregiver. Hair below shoulder level must be pulled back and secured out of the face in the laboratory and the clinic setting. Extreme hair colors, hairstyles and hair ornaments are not allowed in the classroom, laboratory, or clinic setting. Beards and mustaches must be well groomed and always kept clean. Fingernails must be kept at a length not to exceed the pad of the finger so as not to injure a peer

or patient in the laboratory and clinic setting. Clear or light-colored nail polish may be worn if it is neat and without designs. Artificial nails harbor yeast and bacteria and are, therefore, not allowed.

4. Identification: Student identification must be worn in every clinical setting on the left front bodice/collar of the shirt. Students must wear the HGTC Student ID Badge and/or an Institutional ID Badge in any health care agency, which requires and provides it.

5. Jewelry: A wristwatch with a second hand is required. No more than two rings may be worn on the hand. If medically needed, a medical alert bracelet/necklace may be worn. Visible body piercing including tongue stud/ring, clear nasal stud, gauges, or brow jewelry is to be removed prior to patient care and not worn while in uniform. No more than two simple earrings per ear.

6. Tattoos: A visible tattoo must be covered during a clinical experience.

7. Cosmetics/Fragrance: Cosmetics are to be worn in moderation and be consistent with the expected appearance of a healthcare professional. Scented perfumes, powders, after-shave lotions, colognes, and antiperspirants/deodorants may cause allergic reactions in some individuals and are not to be worn. Lotions and deodorants must be limited to those bearing light or no scent.

8. Chewing Gum or Tobacco: Neither of these products is allowed during classroom, laboratory, or clinical experiences. The uniform may not smell of smoke upon arrival to the clinical area. Smoke odors embedded in clothing are as offensive as smoking.

## **Student Policy 8**

### ***TITLE: Grading Policy***

Original Approval Date: 2008

Revision Date(s): May 2021, July 2016

LAST REVIEWED DATE: APRIL 2023, MAY 2022, May 2021, August 2019

#### **Purpose:**

To provide information to each student concerning the calculation of grades and to assure consistency and fairness in assigning grades. The PTA Program grading policy is different than the HGTC grading policy.

#### **Policy:**

1. A grade of “C” or better must be achieved in all required PTA courses for a student to progress through the program. A final grade of less than 75 is not passing in the PTA Program and does not meet the requirements for progression within the program. This policy is different than the Horry Georgetown Technical College Grading Policy.

#### ***GRADING SCALE:***

100-90 = A

89-80 = B

79-75 = C

74-69 = D

68 - 0 = F

2. Each student must demonstrate safety and competence in required laboratory skill check assessments and laboratory practical competency examinations. Each course with a laboratory component includes skill check assessments that must be mastered within the course.

#### **Skill Check Assessment:**

The student is required to successfully complete each skill check assessment for the course prior to the final laboratory practical competency examination or per the instructor’s schedule. The course instructor will announce the due date of the skill check assessments in the instructor course informational sheet. Failure to complete a skill check assessment will not allow the student to complete the laboratory practical competency examination, which will result in failure of the course.

For each skill check assessment, the student will receive the score on the rubric in Trajecsys with a maximum of 10 points. All critical elements must be successfully completed to pass the skill check assessment. If a student scores below a 75% on a skill check assessment, it must be repeated and no more than two attempts for each skill check assessment may be completed. A second attempt of a skill check assessment will result in a maximum score of 75% or 7.5 points. If the student does not pass the skill check assessment on the second attempt, the student will fail the course and be removed from the PTA program.

#### Laboratory Practical Competency Examination

Laboratory Practical Competency Examination: A minimum of 75% and all critical elements must be achieved to pass the laboratory practical competency examination. One attempt will be given for the competency. Failure to pass the competency will result in dismissal from the program.

3. Each student must demonstrate safety and behavior competence in designated criteria to successfully pass the Clinical Education Course. Students who do not pass a Clinical Education Course will be removed from the program.

## **Student Policy 9**

### ***TITLE: Makeup Assignments (Examinations, Skill Check Assessments, Laboratory Practical Competency Examinations, Homework and Documentation)***

Original Approval Date: 2008

Revision Date(s): December 2016

LAST REVIEWED DATE: APRIL 2023, MAY 2022, May 2021, August 2019

#### **Purpose:**

To provide information concerning makeup assignments.

#### **Policy:**

1. Per the instructor's discretion, a student may be allowed to make up assignments. If the instructor allows the student to make up an assignment, the most the instructor may deduct from the score is 50%.
2. The instructor will clarify the course's makeup assignments (Examinations, Skill Check Assessments, Laboratory Practical Competency Examinations, Homework and Documentation) policy on the Instructor's Course Information Sheet.
3. Makeup examinations will be taken in the testing center on campus, or a location designated by the instructor.



## Student Policy 10

### ***TITLE: Progression through the PTA Program***

Original Approval Date: 2008

Revision Date(s): APRIL 2023, August 22, 2019

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019,

#### **Purpose:**

To provide the student with information concerning the requirements for progression in the Physical Therapist Assistant Program.

#### **Policy:**

1. Progression: Students in the PTA Program are subject to the standards outlined in the current College Catalog. Additional standards for the PTA Program are as follows:

- a. All required courses within the PTA curriculum must be completed in the sequence outlined in the College Catalog.
- b. Students are required to maintain an overall 2.0 grade point average (GPA) in PTH courses to progress and graduate from the program. If a student falls below a 2.0 cumulative GPA the program will follow the College's Academic Standing Policy and Procedure.
- c. Occupational Safety and Health Administration (OSHA) Training must be successfully completed.
- d. Health Insurance Portability and Accountability Act (HIPAA) Training must be successfully completed.
- e. Each student must demonstrate safety and competence in required laboratory skill check assessments and laboratory practical competency examinations. Each course with a laboratory component includes skill check assessments that must be mastered within the course.

Skill Check Assessment: The student is required to successfully complete each skill check assessment for the course prior to the final laboratory practical competency examination or per the instructor's schedule. The course instructor will announce the due date of the skill check assessments in the instructor course informational sheet. Failure to complete a skill check assessment will not allow the student to complete the laboratory practical competency examination, which will result in failure of the course.

Laboratory Practical Competency Examination: A minimum of 75% and all critical elements must be achieved to pass the laboratory practical competency examination. One attempt will be given for the competency. Failure to pass the competency will result in dismissal from the program.

f. Clinical Education: Each student must demonstrate safety and ethical behavior competence in required Clinical Education Courses. Students who do not pass a Clinical Education Course will be removed from the program.

**2. STUDENT RETENTION:** The PTA program will use these resources to assist students in achieving success in the technical and clinical education components of the program to promote retention. Additional measures will be implemented to support students toward graduation and licensure as a physical therapist assistant such as:

Guided Plan for Success: Define personal goals; enhance academic and other success skills; and achieve their goals.

New and prospective PTA Student Orientation Session: explaining such information as the clinical education requirements, including travel; course progression requirements; attendance requirements for lectures, labs, and clinical practicum.

Regular meetings with PTA program advisors to review a student's progress and address potential difficulties early. Use of the Values-Based Behaviors For The Physical Therapist Assistant Self-Assessment Tool each semester to monitor strengths and weakness will be utilized to help identify behaviors that may need attention. Referral to appropriate college resource by faculty.

The use of examinations, competency checklists and formative and summative evaluations offers the student feedback as to their progress in the program and is part of the educational process.

Other college resources:

**ACADEMIC COUNSELING:** Academic counseling is focused on student retention, from first contact with the College through graduation. Counselors work with students to assist in clarifying educational goals and choosing an appropriate major. Counselor's support and facilitate student success by providing retention counseling and offering numerous educational and informative seminars/workshops on topics including test-taking strategies, time management, study skills and stress management.

**PERSONAL COUNSELING:** Counselors provide confidential consultation and assistance with educational and personal problems that may interfere with progress toward student goals. A network of community resources and referral agencies exists to support the mental health needs of students.

**SERVICES FOR STUDENTS WITH DISABILITIES:** HGTC is committed to providing an accessible environment for students with disabilities. The primary purpose of Services for Students with Disabilities is to improve the educational development of students with disabilities through the understanding and support of the campus environment. This mission is accomplished through direct assistance to students with disabilities, encouragement of their independence, creation and maintenance of an accessible physical environment, and the provision of a supportive psychological environment so that students may achieve their educational objectives.

The College understands that students with disabilities may require unique appropriate academic accommodations and must have their needs assessed on a case-by-case basis. Student inquiries may be directed to the Coordinator of Services for Students with Disabilities on the Conway Campus or the Coordinator of Student Services on the Grand Strand or Georgetown Campus, who will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Students must meet the essential functions and technical standards for PTA Students. PTA students work in a variety of locations and environments. Reasonable expectations of a student in the PTA program of performance of common physical therapy interventions must be met. It is in the best interest of the student and the patient's rights to safety and quality health care by students that they must be able to apply the knowledge and skills needed in a broad variety of clinical situations. These standards may not be required for employment of a graduate PTA. To verify these standards a student may be required to demonstrate certain technical standards and skills that are considered essential functions in the job of a PTA.

**STUDENT SUCCESS & TUTORING CENTER:** The Student Success & Tutoring Center has been established to provide students with assistance in achieving academic success. Materials in many subject areas will be housed in the "Centers" with available assistance from College staff and faculty to provide the students with alternative modes of study. The Student Success & Tutoring Center provide such services as tutoring for mathematics, reading and English; supplemental materials and learning tools for many college courses; and a study area and special assistance for reading and writing assignments. On the Conway Campus, the Center is in the 1100 Building, Room 201 in the Library; on the Grand Strand Campus, the Center is in the 200 Building, Room 134; and on the Georgetown Campus, Building 100, Room 200.

**ACADEMIC ALERT SYSTEM:** The purpose of the Academic Alert System is to provide faculty and staff members with an opportunity to supply early feedback on a student's academic behavior and progress so that the student has the best chance of success. When a faculty member chooses to refer a student through the Academic Alert System, the Department of Student Services at Horry-Georgetown Technical College will ensure that the student receives the support services that he or she needs to develop a plan of support and/or correction. It is important for the faculty and staff members to be cognizant that the timeliness of the referral and the amount of information provided enhances the chance that this system will help a student achieve academic success.

## Student Policy 11

### ***TITLE: Student Competence Prior to Clinical Assignment***

Original Approval Date: 2008

Revision Date(s): APRIL 2023, July 2016, May 2018, January 2019, October 2020, May 2021

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, MAY 2018, AUGUST 2018

#### **Purpose:**

To inform the student and clinical instructor when the skill check assessments have been successfully completed in the technical program.

#### **Policy:**

1. Skill check assessments are completed in courses throughout the technical curriculum as indicated in the table below. The ACCE is responsible for informing clinical instructors as to what skill check assessments a student has successfully mastered prior to the start of a clinical rotation.
2. Students must successfully complete the skill check assessments in the designated technical semester to progress to the clinical education portion of the curriculum. For each skill check assessment, the student will receive the score on the rubric in Trajecsys with a maximum of 10 points. All critical elements must be successfully completed to pass the skill check assessment. If a student scores below a 75% on a skill check assessment, it must be repeated and no more than two attempts for each skill check assessment may be completed. A second attempt of a skill check assessment will result in a maximum score of 75% or 7.5 points. If the student does not pass the skill check assessment on the second attempt, the student will fail the course and be removed from the PTA program.

<b>Technical Semester Successfully Completed</b>  <b>1= Fall, 2= Spring 3= Summer 4= Fall</b>	<b><i>Skill Check Assessments</i></b>
	<b>Interventions</b>
2	Isometric and Isotonic (Dynamic) Strengthening Therapeutic Exercise (Extremities/Joint Specific)
2	Spine Therapeutic Exercise
2	Stretching Therapeutic Exercise (Manual Stretching, Self-Stretching, Mechanical Stretching, PNF Stretching)

2	Passive Range of Motion, Active Assistive Range of Motion, Active Range of Motion Therapeutic Exercise and Continuous Passive Motion
2	Balance and Coordination Training and Data Collection
2	Neuromuscular Reeducation (PNF Diagonal Patterns)
3	Neuromuscular Reeducation, Developmental Activities, and Motor Learning Training for a Patient with Neurological Impairments
2	Cryotherapy (I.e. cold packs, ice massage, cold compression unit & vapocoolant spray)
2	Thermal-therapy (I.e. hot packs, paraffin)
2	Ultrasound
2	Transcutaneous Electrical Nerve Stimulation (TENS)
2	Biofeedback
2	Neuromuscular Electrical Stimulation (NMES)
2	Interferential Current (IFC)
2	Iontophoresis
2	Mechanical or Pneumatic Lumbar Traction
2	Mechanical or Pneumatic Cervical Traction
2	Lasers and Light
1	Functional Training (ADL's, bed mobility and transfers including standing, sitting and electrical lift)
1	Positioning
2	Draping
1	Body Mechanics
1	Gait Training with Assistive Device
1	Gait Training without Assistive Device
1	Wheelchair Training and Fitting

3	Soft Tissue Mobilization (I.e. Myofascial Release, J-stroke, Skin Rolling) and Soft Tissue massage (I.e., Effleurage, Petrissage)
2	Wound Care: Removal and Application of Sterile Dressing and Bandage; Wound Measurement; & Infection Control: Surgical Asepsis Hand Washing and Application and Removal of Sterile Gloves
1	Applies and Adjust Adaptive Equipment Devices (hospital beds, raised toilet seats, long handle reacher and sock aid)
3	Applies and Adjust Braces and Supportive Devices: Brace
3	Applies and Adjust Adaptive Equipment: Compression Wrap
2	Breathing Strategies (I.e. pursed lip, huff techniques)
3	Peripheral joint mobilizations Grade 1 and 2 (Shoulder, Hip, Knee, and Ankle)
	<b>Data Collection</b>
1	Muscle and Bone Anatomy: Palpation, muscle action, joint motion, planes, and axes (All Joints)
1	Goniometry & Manual Muscle Test (All Joints)
1	Pain
2	Girth
1	Integumentary: skin integrity & cutaneous nerve patterns
2	Integumentary: Sensation testing (Superficial, deep, Combined)
2	Vitals (Temperature, Pulse, Respiration Rate, Blood Pressure, Oxygen Saturation)
2	Aerobic Field Tests (i.e. Step Test, Submax VO2 TM, 6 min walk test)
3	Orthopedic Interventions
	<b>Communication</b>
1	Arousal and Orientation
	<b>Infection Control</b>

1	Infection Control: Hand washing for medical asepsis and hand rubbing for medical asepsis; gown, glove, and mask
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## **Student Policy 12**

### ***TITLE: Academic Alert***

ORIGINAL APPROVAL DATE: 2018

REVISION DATE(S): APRIL 2023

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, SEPTEMBER 2017, AUGUST 2018

### **Purpose:**

To provide PTA students with the information regarding issuing an academic alert for PTH courses.

### **Policy:**

1. PTA program faculty will issue an academic alert for students whose lecture examination test average after two tests is below a 75%.
2. The program recommends that program faculty will issue an academic alert for students who require additional support provided by HGTC services to improve success in the program.



## **Student Policy 13**

### ***TITLE: Academic Probation***

ORIGINAL APPROVAL DATE: 2018

REVISION DATE(S): NONE

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, SEPTEMBER 2017, AUGUST 2018

#### **Purpose:**

To provide students with information regarding the criteria for being placed on academic probation.

#### **Policy:**

1. Per faculty recommendation, students may be placed on academic probation if the overall final course average is no less than 73%.
2. Students may only be placed on academic probation one time in the program and for only one course.
3. Students who are on academic probation for a course must meet with the Program Director to establish a written academic plan for the next technical semester's coursework including strategies for success.
4. Per the discretion of the course faculty, a student on academic probation may be required to do additional assignments to ensure competency in the didactic material.
5. The terms of the student's academic probation will be in effect for the remainder of the academic program.

## **Student Policy 14**

### ***Title: Student Academic Misconduct Procedure***

Original Approval Date: 2/2018

Revision Date(s): NONE

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, FEBRUARY 2018, AUGUST 2018

This procedure is taken directly from the South Carolina Technical College System: Procedure 3-2-106.1

### **[Student Code](#)**

#### **Purpose:**

1. To provide the student with information on academic misconduct.
2. To provide the student and faculty information on student disciplinary procedure.

#### **Policy:**

1. See, III. Student Conduct Regulations, A. Academic Misconduct at the link above
2. See IV. Student Disciplinary Procedure B. Academic Misconduct at the link above

## **Student Policy 15**

### ***TITLE: Student Withdrawal***

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, August 2019, AUGUST 2018

### **Purpose:**

To provide information and guidelines which will assist students who wish to withdraw from the Physical Therapist Assistant Program.

### **Policy:**

1. Students are instructed to follow the Withdrawal procedure stated in the College Catalog.
2. The PTA program is consistent with the college policies and procedures, see Policy Number 8.6.3 on HGTC webpage. <https://www.hgtc.edu/documents/policys/Chapter8/8.6.3-policy.pdf>

## **Student Policy 16**

### ***TITLE: Dismissal from the PTA Program***

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

To provide information to students concerning the requirements for professional behavior in the Physical Therapist Assistant Program.

#### **Policy:**

1. Violation of the Student Code of Conduct as described in the College Catalog could result in dismissal from the PTA Program.
2. Violation of the policies and procedures of the PTA Program could result in dismissal.
3. Per the clinical education contract, if a conflict arises at a clinical education site between an employee of the Facility or clinical instructor (CI), and Student, the ACCE and SCCE shall intervene within seven (7) calendar days in an attempt to resolve the matter. Facility may require that College immediately remove a Student from a clinical rotation when Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, and poses a threat to the health, safety or welfare of a patient, employee, or any other person or for any other reason deemed necessary by the Facility. In addition, upon receipt of the roster or at any time after a clinical rotation begins, Facility may refuse to allow any Student to participate in the clinical rotation if the individual has an unfavorable record with Facility from previous employment, another clinical rotation, or any other reason.

## **Student Policy 17**

### ***TITLE: Due Process***

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): JULY 2016

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

### **Purpose:**

1. To provide the student with information regarding due process of student complaints.
2. To provide stakeholders of the PTA Program with the mechanism to file a complaint.

### **Policy:**

1. Students are instructed to follow the Student Grievance Procedure for the South Carolina Technical College System in the College Catalog.
2. Stakeholders of the PTA program are instructed of the mechanism to file a complaint with the accrediting body for the PTA program, Commission on Accreditation in Physical Therapy Education (CAPTE). The website can be viewed at [www.capteonline.org](http://www.capteonline.org) "CAPTE considers complaints about programs that are accredited, or are seeking accreditation by CAPTE, and complaints about CAPTE itself." "To obtain the materials necessary for submitting a complaint, contact the APTA Accreditation Department at 703/706-3245 or at [accreditation@apta.org](mailto:accreditation@apta.org)."
3. The PTA program is consistent with the college policy and procedure, see Policy Number 9.3.7 and 9.3.7.2 on HGTC webpage.

## **Student Policy 18**

### ***TITLE: Transfer Student:***

Original Approval Date: April 29<sup>th</sup>, 2019

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021

### **Purpose:**

1. To clarify student requirements for transfers from a PTA or DPT program.

### **Policy:**

1. To be eligible for admission to the College, a potential transfer student must meet the College admission requirements and the program time limits on courses for transfer.
2. The potential transfer student must request a meeting with the Program Director to review academic status of previous PTA or DPT program.
3. The potential transfer student must sign a release form that allows the Program Director to discuss the academic status with previous institution PTA or DPT advisor or Program Director.
4. The Program Director will review the potential transfer student's PTA or DPT transcript and instructional package or catalog to determine if the student's current academic completion matches the program.

## Student Policy 19

### ***TITLE: Re-Application Policy for PTA Program***

Original Approval Date: 2008

Revision Date(s): MAY 2021

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

To explain the process for re-application into the Physical Therapist Assistant Program.

#### **Policy:**

1. Students who are accepted into the PTA program but do not successfully complete the first semester are required to reapply to the PTA program. The application for the PTA program can be found at the following link:

[PTA Admission Application](#)

2. A student who has been accepted into the program for any given year but declines entry at that time and wishes to enter in a subsequent year must re-apply for admission, using the forms and published criteria for program admission applicable to the year he or she wishes to enter.

The application for the PTA program can be found at the following link:

[PTA Admission Application](#)

3. A student who has unsuccessfully attempted the first technical semester of the PTA program in two consecutive academic years, will be required to wait a minimum of two years following that last attempt to reapply. Faculty are available for advisement, and it is recommended students should meet to discuss a plan for future success.

## Student Policy 20

### ***TITLE: Re-Entry Policy for PTA Program***

Original Approval Date: 2008

Revision Date(s): May 2022, July 23, 2013

Last Reviewed Date: APRIL 2023, MAY 2022, MAY 2021, FEBRUARY 2013, AUGUST 2018

#### **Purpose:**

To explain the process for re-entry into the Physical Therapist Assistant Program.

#### **Policy:**

This policy details the requirements for processing an individual's request for re-entry into the program and how the program determines re-entry. Re-entry must take place within one year.

#### 1. Conditions for re-entry into the Physical Therapist Assistant Program:

- a. The student who withdrew or was dismissed after successful completion of at least the first technical semester of physical therapist assistant coursework but was in good standing and had met all financial obligations to the program and the college may be considered for re-entry into the program.
- b. A student position is available in the class applied.
- c. The student has maintained a cumulative college GPA of 2.0 or higher

#### 2. Re-entry process:

- a. Student submits a formal, written request for re-entry into the program to the Physical Therapist Assistant Program Director at least one month (July) before classes beginning, for the academic year for which they are applying for re-entry which addresses the reasons for previous withdrawal and changes that increase probability for program completion.
- b. The Program Director evaluates the request and verifies that the student satisfies the conditions for re-entry.
- c. The Program Director convenes a meeting of the program faculty for approval or disapproval based on the conditions for re-entry and the decision of the committee is final.
- d. If more than one student seeks re-entry the student with the highest cumulative GPA will receive re-entry first.
- e. The Program Director informs the student of the decision made by the program faculty.

#### 3. If the request is approved, the following conditions of criteria will be met:



- a. Student will complete all required medical and background requirements as directed per the re-entry letter from the Program Director.
- b. Student will review the student handbook, complete the reviewed handbook form, and turn the form into the Program Director prior to the day of re-entry.
- c. The student will schedule an orientation meeting with the Program Director prior to the day of re-entry.
- d. The student will be required to complete and pass all previous passed physical therapist assistant skill check assessments.
  - The student will receive a re-entry letter from the Program Director identifying the skill check assessment(s) the student will need to complete.
  - The student will contact the instructor of the course to schedule a time to complete the skill check assessments after the student has received a re-entry letter from the Program Director.

## Student Policy 21

### ***TITLE: Campus Safety and Emergency Procedures***

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): AUGUST 22, 2019

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019

#### **Purpose:**

To provide the student with information regarding campus safety and emergency procedures.

#### **Policy:**

1. The student is responsible for reviewing campus safety and emergency procedures. The information can be found at the following links:

[Campus Safety](#)

[Emergency Procedures](#)

2. The program faculty during the first technical semester complete the following safety exercises with the students:

- Review the College [Safety and Emergency](#) and [Phone System Training](#) videos
- Review the role of student and faculty during active shooter
- Review when the faculty or student may utilize the inside dead bolts on the lab and lecture doors
- Show students the location of fire pull stations that are closest to the PTA labs
- Show the students the exit doors by the PTA lab and lecture rooms
- Show students the location in which all PTA students will meet outside of the building during an emergency evacuation.

## **Student Policy 22**

### ***TITLE: Health Services***

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

### **Purpose:**

To provide students with information regarding health services at HGTC.

### **Policy:**

1. Students are instructed to follow the Health Services procedure stated in the College Catalog.
2. The PTA Program is consistent with the college policy and procedure, see Policy Number 9.4.3 on HGTC webpage.

## **Student Policy 23**

### ***TITLE: Student Blood and/or Body Fluid Exposure Follow-Up or Chemical Exposure***

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

1. To provide guidelines for prompt and appropriate follow up of all blood/body fluid exposure.
2. To inform students of the location of the Material Safety Data Sheets (MSDS) for products used in the PTA program.

#### **Policy:**

Mandatory General Hospital Orientation training is required prior to attending clinical rotations which includes OSHA Training, blood borne pathogens and hazardous materials.

Faculty will implement the policy and procedure of the assigned clinical agency when a student is exposed to blood/body fluids. All exposures of students to blood/body fluids are to be reported immediately to the Employee Health Coordinator or other individual as designated by the specific institution in which the students are exposed. The student will receive follow up care (first aid, evaluation and prophylaxis as indicated). Post Exposure Protocol will be implemented within one hour following exposure to known or highly suspected HIV positive clients.

An incident report will be filed according to the specific institution's policy as well as with HGTC. Appropriate forms for Workman's Compensation will be completed. The incident report and HGTC policy 3.7.4 can be found at: [Policy](#)

Faculty members who accompany students to any Clinical Agency are responsible for acquiring knowledge of the specific clinical agency's policy and procedure prior to any student clinical experiences to assure that students who are exposed to blood/body fluids will receive appropriate care in a timely manner.

The MSDS folder is kept in the PTA laboratory clinic.

## Student Policy 24

### ***TITLE: Laboratory Regulations for Safety and Order***

Original Approval Date: 2008

Revision Date(s): August 20, 2017, May 16, 2018, August 22, 2019

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, MAY 2018, AUGUST 2018, AUGUST 2019

#### **Purpose:**

The PTA faculty is committed to maintaining a safe and orderly environment for students enrolled in the program and visitors to the lab. Faculty members will review the locations of the nearest exits, fire extinguisher and infection control materials. Faculty will instruct students in the handling of fire emergencies, medical emergencies, and matters related to personal safety.

#### **Policy:**

##### Lab Safety Rules

1. Program lab equipment (mat tables and hospital bed excluded) may only be used under direct supervision of the PTA faculty or PTA program tutor during scheduled instructional lab times or during scheduled open lab times.
2. Open lab times will be scheduled at the beginning of each semester, a faculty member or PTA program tutor must be present during open labs.
3. Students must report any damage of any equipment to the lab instructor immediately.
4. Each student is responsible to clean the treatment area and equipment upon completion of its use.
5. A first aid kit and infection control materials are available in the laboratory.
6. In the event of a fire emergency, students should activate the RACE Plan.

**Remove the individual from the danger**

**Announce the fire**

**Contain the Fire**

**Escape**

**When in doubt- announce and escape**

7. In the event of a medical emergency in which an instructor is present, the instructor will take charge of the situation. Listen for instructions, which may include activating the EMS system, obtaining equipment and supplies, and/or assisting with CPR, and removing other individuals from the area.

In the event it is the instructor involved in the medical emergency or the instructor is not present, the student(s) must take charge by contacting the campus public safety by activating the campus safety alert on classroom telephones or by calling 911, and provide emergency first aid (ABC's: Airway, breathing, circulation-bleeding).

8. In the event that the physical safety of a student or faculty member is threatened, the campus public safety should be notified immediately by activating the campus safety alert on classroom telephones or by calling 911.

Campus Public Safety Contact Information:

- Conway Campus: 843-349-7806 | Cell phone: 843-251-6111
- CCU Dispatch: 843-347-3161
- Grand Strand Campus: 843-477-2115 | Cell phone: 843-251-9405
- Georgetown Campus: 843-446-1869

9. Students are to always maintain appropriate infection control procedures.
10. Students must notify the faculty if they have a medical condition, which may prevent participation as a subject or patient-simulator in the lab setting.
11. Students are required to acknowledge and sign the PTA Program Student Lab Release Form.

#### Lab Order Rules

1. Respect others at all times.
2. No cell phones may be used without special permission from the instructor.
3. Students are to remove their footwear when utilizing the treatment tables and floor mats.
4. All equipment must be returned to the proper storage area upon completion of lab.
5. Students may not bring food or beverages into the lab.
6. To ensure the student's privacy and to protect them against any embarrassment, no unauthorized visitors will be permitted in the PTA lab.
7. The students will do laundry for their classes consisting of pillowcases, towels, and incidentals the faculty may deem need cleaning, i.e., belts etc.

## **Student Policy 25**

### ***Title: Safety in Student Interactions in the Classroom, Laboratory, and Clinical Settings***

Original Approval Date: 2008

Revision Date(s): 2/2018

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

1. To provide the student with a safe classroom, laboratory, and clinical environment.
2. Recognize the need to protect all our students from any potential harm to themselves or others.
3. To identify how students with a physical or mental limitation(s) on activities may progress in the program.

#### **Policy:**

1. Students are required to complete the PTA Program Student Lab Release Form when accepted into the program.
2. Per the date in the acceptance letter, students are required to complete all Clinical, Physical, and General Hospital requirements at the following link, [Clinical Requirements](#)
3. Students will self-identify any mental or physical limitation(s) to the Program Director.
4. The Program Director will review the mental or physical limitation(s) and determine if the program can make reasonable academic accommodations to allow the student to progress in the program.
5. The accommodations made for the mental or physical limitation(s), must still allow the student to meet the course and program learning outcomes.
6. The accommodations made for the mental or physical limitation(s), must still allow the student to meet the technical requirements of the chosen profession.
7. When appropriate, the Program Director will consult with a student services representative to develop an accommodation plan for the student.
8. If an accommodation plan for a physical or mental limitation(s) is unable to be developed, the student will be withdrawn from the program.

## **Student Policy 26**

***Title: Safety of Students When in the Role of Subjects or Patient-Simulators***

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

**Purpose:**

To ensure student safety during lab experiences.

**Policy:**

The student is required to acknowledge and sign the PTA Program Lab Release Form. See form in appendix.



## **Student Policy 27**

### ***Title: Ensuring Equipment Used in the Program Laboratory is in Safe Working Order and is Appropriately Maintained and Calibrated***

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

To ensure equipment used in the program laboratory is in safe working order and is appropriately maintained and calibrated.

#### **Policy:**

1. The program faculty and students are responsible for assuring that the equipment used in the program laboratory is in safe working order (i.e. proper temperature), properly maintained (i.e. no damaged cords) and calibrated (i.e. check the inspection sticker).
2. Service/maintenance contracts have been implemented to handle regularly scheduled calibration of equipment. Checklists are present in the laboratory indicating when the equipment was last maintained and/or calibrated and by whom. The checklist will include a contact person/number to report any problems or malfunctioning of equipment. These procedures will be put in place as each piece of equipment is purchased and placed in the laboratory for student use.
3. An annual biomedical equipment check will be performed on all electrical equipment in the department in accordance with preferred practice standards. Vendors will be contracted to perform this function.
4. Signs will be posted regarding precautions in equipment use as is deemed necessary.
5. An equipment notebook, listing each piece of equipment and serial number will be in the PTA Program Director's office. This procedure will be implemented as each piece of lab equipment is put into operation in the laboratory.

## **Student Policy 28**

### ***TITLE: Accidents/Illnesses, Occurring on or off Campus***

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

To provide guidelines for prompt and appropriate follow up of all accidents/illnesses involving personal injury of a student on or off campus.

#### **Policy:**

1. Students are instructed to follow the Illness or Medical Emergency procedure stated in the College Catalog.
2. The PTA program is consistent with the college policy and procedure, see Policy Number 3.7.4 on HGTC webpage.

## **Student Policy 29**

### ***Title: Off Campus Laboratories and Field Trips***

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

To provide students with travel information for off campus laboratory experiences and field trips.

#### **Policy:**

1. The PTA program is consistent with the college policy and procedure, see Policy Number 8.1.1 on the HGTC webpage.

## **Student Policy 30**

### ***TITLE: Drug Testing at Clinical Site***

Original Approval Date:

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

To inform students of on-site urine drug screening at clinic assignments.

#### **Policy:**

1. Students may be required to take a urine drug screen at any time during a clinical rotation.
2. If a clinical site asks to have a student removed because of drug screening results, the student will be dropped from the program.
3. If a student thinks they were wrongfully dropped, they may follow the protocols listed under Student Grievance Procedure for the South Carolina Technical College System.

## **Student Policy 31**

### ***TITLE: Health and Professional Liability Insurance Requirements for Clinical Education:***

Original Approval Date: 2008

Revision Date(s): August 2023

LAST REVIEWED DATE: August 2023, APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019

#### **Purpose:**

1. To clarify the student's responsibility to provide documentation of their student health record.
2. To clarify the student's responsibility to provide documentation of professional liability insurance.
3. To clarify the student's responsibility to provide documentation of health insurance.

#### **Policy:**

1. Students are required to complete the student health record forms at the following link by the specified date in the admissions letter. [Clinical Requirements](#)
2. In addition to the HGTC liability insurance policy (included in tuition), the student is required to purchase an additional policy prior to clinic assignment that has the following coverage or as otherwise required by the clinical contract.

Up to \$1,000,000 each claim professional liability coverage

Up to \$3,000,000 aggregate professional liability coverage

3. Students are encouraged to have health insurance, but it is not required to be enrolled in the PTA Program.

## **Student Policy 32**

### ***TITLE: Student Clinical Education Travel***

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

1. To clarify the student's responsibility for travel related to HGTC Physical Therapist Assistant Program requirements.

#### **Policy:**

1. Students will be expected to travel to a variety of clinical sites within a 100-mile radius of HGTC.
2. Students are responsible for their individual travel to and from the HGTC campus and to any assigned clinical experience locations.

## **Student Policy 33**

### ***Title: Off-Campus Clinical Education***

Original Approval Date: 2008

Revision Date(s): August 20, 2017

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

1. To allow students to request sites for clinical rotations.
2. To allow students to suggest sites that are not currently affiliated with HGTC-PTA program.

#### **Policy:**

1. Students are required to fill out the Clinical Site Selection Form to request clinical rotations. ACCE will announce the due date for the request.
2. The student may request, in writing to the ACCE, a site for a clinical education rotation if not currently affiliated with HGTC-PTA program. The student must provide the following information:
  - Facility name, address, telephone number, areas of specialization if one exists and brief explanation for the request.
  - The ACCE will review the special requests and determine which requests will be investigated.
  - While attempts will be made to grant special requests, the College is under no obligation to honor any special requests.

## Student Policy 34

### ***TITLE: Student Orientation and Supervision for Clinical Education***

Original Approval Date: 2008

Revision Date(s): APRIL 2023, October 30, 2014

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

To inform the students and the clinical faculty of the expectations for student orientation and supervision at the clinical site.

#### **Policy:**

The items below are topics that we recommend the SCCE, or CI include as part of the orientation process for clinical rotations. The information is available at the following link:

<https://aptaeducation.org/special-interest-group/clinical-education-faculty-sig/pdfs/2018-SCCE-Manual-FINAL.pdf>

#### ACCE Responsibility

- Before the clinical rotation
  - ACCE will provide the students with the clinical rotation assignment
  - ACCE will meet with the students to review the clinical instructional package before the start of the clinical rotation.
- During and completion of the clinical rotation
  - ACCE will complete at least one onsite or telephone visit for each student for all clinical rotations. Depending on the setting, student progression in the didactic environment, and the CI experience with training students, the ACCE may complete additional onsite or telephone visits for a rotation.
  - ACCE is given two contact hours per clinical course for each student; additional contact hours may be given depending on the clinical setting, student progression in the didactic environment, and the CI experience with training students.
  - ACCE will have weekly communication with students through student journaling and weekly goal sheet.
  - ACCE will collect and review all assessment materials, and from these materials, the ACCE will provide the student with the final clinical grade.

#### Students Responsibility

- The student is required by HGTC PTA Program to contact the CI 30 days before the clinical rotation. The student will seek information from the CI or SCCE on the topics below:
  - Map of facility and directions
  - Information about the staff
  - Common diagnoses treated in the clinic



- Hours of the facility
- Dress code
- Parking information
- Food storage/meals at the facility or local restaurants
- Phone number of the contact person for emergencies
- During and completion of the clinical rotation
  - The student will engage in the clinical rotation
  - The student will follow the chain of command in addressing clinical concerns
  - The student will complete and submit all assessment activities in the instructional package to the CI and the ACCE

### CI Responsibility

- Upon Arrival at the Facility-Day 1
  - Tour of the facility (equipment, supplies, workspace for documentation, student space)
  - Review the teaching and learning styles of CI and student
  - Clinic operations (scheduling, billing)
  - Clinic policies and procedures (including emergency procedures and MSDS location)
  - The clinical education program at the facility (review of clinical education manual, if available)
  - Review students prior experiences and strengths/weaknesses from prior rotations or prior coursework
  - CI and student scheduled meetings (for progress, weekly summaries, goals)
  - Presentation requirement (in-service, case study, literature review)
  - Observation opportunities (aquatics, surgeries, other disciplines)
- During and completion of the clinical rotation
  - Provide the student formative and summative feedback on clinical progression
  - Complete assessment activities for the student
  - Review assessment activities with the student
  - Complete and submit student assessment activities to ACCE
  - Contact the ACCE for guidance in addressing the student's clinical progression

## **Student Policy 35**

### ***Title: Clinical Site Contract***

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019

### **Purpose:**

To inform all stakeholders of the HGTC PTA Program what the legal responsibility is of those involved in clinical education.

### **Policy:**

1. All clinical contracts are kept on file by the Administrative Specialist for Deans/Faculty. All stakeholders, i.e.: students, ACCE, CI, SCCE, may request a copy of the contract to be reviewed.
2. The Administrative Specialist for Deans/Faculty is responsible for preparing and maintaining the clinical rotation agreements for the PTA Program.
3. The ACCE ensures that students are assigned only to those facilities in which written agreements are current.

## **Student Policy 36**

### ***Title: Clinical Education Site Cancellation***

Original Approval Date: 2008

Revision Date(s): None

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019

#### **Purpose:**

To establish a plan to replace a clinical education site if the site finds it necessary to cancel a scheduled clinical experience.

#### **Policy:**

If a clinical education site cancels a scheduled clinical education experience, the ACCE will meet with the student to review interests and special considerations. A list of alternate sites to be contacted will be developed. The ACCE will make all efforts to replace the student's clinical education site as soon as feasible. The ACCE will keep a log of all efforts to replace the clinical education site.

## **Student Policy 37**

### ***TITLE: Complaint Process for Non-Faculty and Non-Students***

ORIGINAL APPROVAL DATE: 2008

REVISION DATE(S): MAY 2021, AUGUST 2018

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

To provide the student with information regarding the complaint process received from non-faculty and non-students.

#### **Policy:**

Complaints as received by non-faculty and non-students will be handled as follows:

- Complaints will be directed to the Program Director
- The Program Director will complete the Physical Therapist Assistant Program Complaint Form
- The Program Director will contact the appropriate college personnel to seek resolution of the complaint
- A written response will be provided to the person filing the complaint with a timeline that is dependent on the nature of the complaint
- A copy of all complaints will be kept in a secure location in the Program Director's office

## Student Policy 38

### ***Title: Social Media***

ORIGINAL APPROVAL DATE: June 2015

REVISION DATE(S): July 2016

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019

### **Purpose:**

1. To provide information to each student concerning the appropriate use of social media within the PTA program.
2. To provide information to each student concerning the consequences of inappropriate use of social media within the PTA program.

### **Terminology:**

1. **Social media and networking** are interchangeable terms. Each term may refer to, but is not limited to, the following examples: Facebook, Twitter, Instagram, YouTube, Pinterest, any blog, or posting board.
2. **Libel** is a published false statement that is damaging to a person's reputation, a written defamation.
3. **Slander** refers to the utterance of false charges or misrepresentations which defame and damage another's reputation, or a false and defamatory statement about a person.

### **Policy:**

1. PTA students must not transmit or place online individually identifiable patient, student, faculty, adjunct faculty, or staff information.
  - a. PTA students must not publish libel or make slanderous remarks or insinuations about patients, peers, adjunct faculty, faculty, staff, or the institution of HGTC, even if they are not identified.
2. PTA students must not transmit or place online any test questions or test content that could be identified as cheating. The college policy on academic misconduct will be followed to include social media networking.
3. PTA students must observe ethical and professional patient-nurse/student PTA boundaries.
  - a. Do not share or post opinions, information, insinuations, or photos gained through the student PTA-patient relationship on any social media outlet.
  - b. Do not share or post libelous or slanderous opinions, information, insinuations, or photos regarding students, faculty, staff, or the institution of HGTC.
4. Should any problem arise during the classroom or clinical setting, use the Chain-of-Command to resolve the issue.
5. Student PTA have a responsibility to promptly report any identified breach of confidentiality or any inappropriate use of social media.
6. This breach may be reported to (but not limited to) an instructor, staff person, or dean.

7. Be aware of your association with HGTC in online social networks.
  - a. Horry Georgetown Technical College (HGTC) name, photos, trademark, etc., cannot be used in social media groups. For example, if a cohort, class, or classmate makes a Facebook page named HGTC's Fall Class of 2016, this would be an infringement on trademark rights.
8. If you identify yourself as a student, ensure your profile and any related content is professional and consistent with how you wish to present yourself to colleagues, clients, and potential employers.

**Consequences:**

1. Violations of patient/client privacy using an electronic device will be subject to HIPPA guidelines and consequences.
2. Students who share confidential information utilizing social media do so at the risk of disciplinary action, including failure in a course and/or dismissal from the PTA program.

**References:**

American Physical Therapy Association

## **Student Policy 39**

### ***Title: Student's Communication with the Clinical Site***

ORIGINAL APPROVAL DATE: June 2015

REVISION DATE(S): August 20, 2017

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019, AUGUST 2018

#### **Purpose:**

1. To provide information to each student concerning the appropriate procedure of communicating with the clinical site.
2. To provide information to each student concerning the appropriate dress code when attending meetings at the clinical site on nonclinical dates.
3. To provide information to each student concerning the consequences of inappropriate communication or dress code requirements for clinical sites outlined in this policy.

#### **Terminology:**

1. Communication can be in the format of written, phone calls or in person.

#### **Policy:**

1. All interaction with a clinical facility as a student of HGTC must be coordinated with the ACCE. Listed below are examples of communication that must be coordinated with the clinical instructor. This is not an exclusive list and when in doubt the student should seek advice from the clinical instructor.
  - a. Scheduling badges
  - b. Communication of CBC, UDS and health physical forms results
  - c. Communication and coordination for required or non-required clinical site meetings
  - d. Request to visit the site prior to the start of a clinical affiliation. Note, students are encouraged to locate their assigned clinical site, but should not ask for tours or permission to enter patient areas.
2. Student will communicate professionally and follow the program dress code policy 7 when contacting the clinical site.

#### **Consequences:**

1. Students who do not follow this policy are at risk of disciplinary action, including failure in a course and/or dismissal from the program.

#### **References: NA**

## **Student Policy 40**

### ***Title: Professional References***

Original Approval Date: 2017

Revision Date(s): August 22, 2019

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, AUGUST 2019

#### **Purpose:**

To provide information to each student and faculty how program faculty may be used as a professional reference upon graduation from the PTA program.

#### **Policy:**

1. Students must sign the Release for Professional Reference form upon graduation from the PTA program for faculty to be a professional reference for the student for future employment. The Program Director is responsible for tracking the Release for Professional Reference form. See form in appendix.
2. Students may revoke the Release for Professional Reference at any time by sending a written request or email to the Program Director.
3. The instructor should ensure the student has requested the written/oral reference or authorized the reference on the employment application.
4. The instructor should make it clear that his/her comments reflect his/her own observations/mental impressions and do not represent the official position of the College.
5. It is acceptable for the instructor to use the college's email and state how he/she knows the student and the instructor's observations of the student's propensity for diligence, commitment, industry, and other attributes which might be beneficial in the job screening process. Grades and other personally identifiable information should not be shared.
6. In cases when the instructor is unable to be positive, the instructor should not write the recommendation.

**References:** HGTC Academic Affairs



# Student Policy 41

## ***TITLE: Pinning Ceremony***

ORIGINAL APPROVAL DATE: 2018

REVISION DATE(S): NONE

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, MAY 2018, AUGUST 2018

### **Purpose:**

To provide students with information regarding the Program Pinning Ceremony.

### **Policy:**

1. The class will acknowledge that the Program Pinning Ceremony is not a confirmation of the graduation but students' celebrating the program success.
2. The program's students are responsible for hosting the Program Pinning Ceremony.
3. The Program Pinning Ceremony will be after all final grade submission deadline for the term.
4. The students of a class will vote to determine if the class will host the Program Pinning Ceremony.
5. The students will notify the Program Director or club advisor if the class desires to host a pinning ceremony.
6. The class is responsible for planning, coordinating, and paying for the Program Pinning Ceremony.
7. The class will follow the following outline of the pinning ceremony:
  - Greetings
  - Invocation
  - Inspirational Speaker
  - Presentation of Awards
    - Recognition of the Class Officers
    - Academic Achievement
    - Clinical Education Achievement
    - Clinical Educator of the Year
  - Presentation of the Graduates
  - Student Officers
  - Closing Remarks
8. The class may change the outline of the pinning ceremony but will need to request approval from the Program Director or club advisor.
9. If the class chooses to speak and or present videos at the pinning ceremony, the club advisor or Program Director must approve the speech and or the video.

## Student Policy 42

### ***TITLE: PTA Program Awards***

ORIGINAL APPROVAL DATE: 2018

REVISION DATE(S): NONE

LAST REVIEWED DATE: APRIL 2023, MAY 2022, MAY 2021, MAY 2018, AUGUST 2018

#### **Purpose:**

To provide students with the information regarding the awards offered by the program.

#### **Policy:**

1. The program annually recognizes student academic and clinical success and an outstanding clinical instructor. These recognitions are based on the following:
  - Academic Achievement
    - Purpose: The purpose of this award is to recognize an HGTC student who has the highest technical didactic course grade point average.
    - Procedure: The Program Director will calculate the grade point average based on the letter grade from the PTH didactic courses. The program may give out more than one Academic Achievement Award if two students have both earned the highest-grade point average.
    - The award will be presented at the Annual HGTC PTA pinning ceremony.
  - Clinical Education Achievement
    - Purpose: The purpose of this award is to recognize an HGTC student who has the highest technical, clinical courses calculated overall grade.
    - Procedure: The ACCE will calculate the clinical courses calculated overall grade. The program may give out more than one Clinical Education Achievement Award if two students have both earned the highest clinical courses calculated overall grade.
    - The award will be presented at the Annual HGTC PTA pinning ceremony.
  - Clinical Educator of the Year
    - Purpose: The purpose of this award is to recognize an HGTC clinical instructor or educator for outstanding contributions to the clinical education aspect of the physical therapist assistant profession.
    - Minimal Requirements:
      - The nominee must have been a Clinical Instructor or Site Coordinator of Clinical Educator (SCCE) for HGTC PTA program.
      - The nominee must receive at least one statement of recommendation from a current or graduated HGTC physical therapist assistant student

who the clinical educator/instructor has supervised within the past three years or HGTC faculty member.

- Preferred Requirements:
  - The nominee will have two years' experience as a CI or SCCE averaging at least one student per year.
  - A member of the APTA
  - The nominee will receive one or more letter(s) of support or recommendation from an HGTC current or former student or faculty.
- Nomination Procedure:
  - All nominee information must be received by Nov 25<sup>th</sup> to be considered for that academic year. Nomination Packet to include:
  - Statement of recommendation from student or HGTC faculty (see form below)
  - Other letter(s) of support (preferred but not required)
  - All nominations will be evaluated for completeness of criteria by the HGTC full-time faculty.
  - The HGTC full-time faculty will review all nominations.
  - The recipient will be voted on by the HGTC full-time faculty.
  - The award will be presented at the Annual HGTC PTA pinning ceremony.

## Student Policy 43

### ***Title: Distance Learning***

ORIGINAL APPROVAL DATE: April 2023

REVISION DATE(S): NONE

LAST REVIEWED DATE: APRIL 2023

#### **Purpose:**

To provide students with information regarding distance learning in the Physical Therapist Assistant Program.

#### **Policy:**

The Physical Therapist Assistant Program uses the HGTC Distance Learning Institute guidelines for online and hybrid PTH courses. Please visit each of the following links for additional information:

1. Getting Started: [https://www.hgtc.edu/academics/distance\\_learning/gettingstarted.html](https://www.hgtc.edu/academics/distance_learning/gettingstarted.html)
2. Netiquette: [https://www.hgtc.edu/academics/distance\\_learning/netiquette.html](https://www.hgtc.edu/academics/distance_learning/netiquette.html)
3. Policies: [https://www.hgtc.edu/academics/distance\\_learning/policies.html](https://www.hgtc.edu/academics/distance_learning/policies.html)
4. Computer Requirements: [https://www.hgtc.edu/academics/distance\\_learning/requirement.html](https://www.hgtc.edu/academics/distance_learning/requirement.html)
5. Services for Distance Learning Students:  
[https://www.hgtc.edu/academics/distance\\_learning/services.html](https://www.hgtc.edu/academics/distance_learning/services.html)
6. DLI Virtual Tour: [https://www.hgtc.edu/academics/distance\\_learning/virtualtour.html](https://www.hgtc.edu/academics/distance_learning/virtualtour.html)

## Horry Georgetown Technical College

### Physical Therapist Assistant Program Academic Advising

Student: \_\_\_\_\_ H Number: \_\_\_\_\_

The evaluation is based upon the Standards of Ethical Conduct for the Physical Therapist Assistant and the Values-Based Behaviors for the Physical Therapist Assistant.

The student will complete the Values-based Behaviors Self-Assessment and bring to the advisor for the first technical semester advising session. The document can be found at: [Self Assessment](#)

Scoring Criteria: 1= Never demonstrates behavior 2= Demonstrates behavior 50% of time 3= Demonstrates behavior 75% of time 4= Always demonstrates behavior

Evaluation		Performance Technical Semester			
		1	2	3	4
	<b>Prior to start of program</b>				
Degree Works Reviewed					
<u>Duty:</u> Attendance and Timeliness (tardy)					
<u>Duty:</u> Engagement in the Classroom/Lab					
<u>Responsibility:</u> Preparation for Class					
<u>Responsibility:</u> Accuracy and Completion of Assignments					
<u>Integrity:</u> Adhering to program policies and procedures					
<u>Continuing Competence:</u> Ability to Self-Assess Performance					

## Horry Georgetown Technical College

### Physical Therapist Assistant Program Academic Advising

#### Pre-Program Advising Session:

1. Review of Degree Works:
  - a. Is the student taking a co-req?
  - b. Is the student registered for all fall PTH courses?
  - c. Current GPA:
2. Employment? How many hours/week? Faculty recommendation is no more than 20 hours per week. If more, faculty consultation provided?
3. Student background? Other degrees?
4. Student interests?
5. Student time management strategies and study strategies?
6. Other student questions answered during this session:

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

Advisor Signature & Date \_\_\_\_\_

#### Technical Semester 1 (Fall 1):

#### Comments:

Cumulative PTH GPA at end of term:

√ what is applicable

Probation for a Course

Cumulative GPA Warning  GPA Probation  Cumulative GPA Suspension

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

Advisor Signature & Date \_\_\_\_\_

**Technical Semester 2 (Spring):**

**Comments:**

Cumulative PTH GPA at end of term:

√ what is applicable

Probation for a Course

Cumulative GPA Warning  GPA Probation  Cumulative GPA Suspension

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

Advisor Signature & Date \_\_\_\_\_

**Technical Semester 3 (Summer):**

**Comments:**

Cumulative PTH GPA at end of term:

√ what is applicable

Probation for a Course

Cumulative GPA Warning  GPA Probation  Cumulative GPA Suspension

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

Advisor Signature & Date \_\_\_\_\_

**Technical Semester 4 (Fall 2):**

**Comments:**

Cumulative PTH GPA at end of term:

√ what is applicable

Probation for a Course

Cumulative GPA Warning  GPA Probation  Cumulative GPA Suspension

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

Advisor Signature & Date \_\_\_\_\_



## Release of Confidential Information

**POLICY:**

In accordance with the "Family Education and Privacy Act of 1974," the student in the Physical Therapist Assistant Program must sign any of the selected items below on this form.

**PURPOSE:**

To provide a means for the control of what information the student wants the faculty or program to release to future employers, other programs, you (the student), etc.

**DOCUMENTATION:**

The following is presented and requires completion for each of the selected items. Please place a  inside of the yes or no block.

**1. RELEASE OF PERSONAL AND ACADEMIC INFORMATION**

My Signature, H number, and today's date for this section authorizes the faculty of the Physical Therapist Program to furnish any and all information on academic, discipline, attendance, college credit, address, and any other pertinent information regarding any enrollment in the Physical Therapist Program to prospective employers, selection committees or myself when requested.

YES       NO

\_\_\_\_\_ Printed Name  
\_\_\_\_\_  
Date                      H Number                      Signature

**2. RELEASE OF PERSONEL IMMUNIZATION RECORDS**

My Signature, H number, and today's date for this section authorizes the faculty of the Physical Therapist Program to furnish any and all information on immunizations while enrolled in the Physical Therapist Program to myself when requested.

YES       NO

\_\_\_\_\_ Printed Name  
\_\_\_\_\_  
Date                      H Number                      Signature

**3. RELEASE OF PRACTIUM REPORTS**

My Signature, H number, and today's date for this section authorizes the faculty of the Physical Therapist Program to furnish any and all information on clinical practicums (internships/rotations) to prospective employers, selection committees, other programs or myself when requested.

YES       NO

\_\_\_\_\_ Printed Name  
\_\_\_\_\_  
Date                      H Number                      Signature

**4. RELEASE OF LIABILITY**

My Signature, H number, and today's date for this section authorizes other students and faculty to perform appropriate physical therapy procedures for educational purposes during classroom and laboratory instruction.

YES       NO

\_\_\_\_\_ Printed Name  
\_\_\_\_\_  
Date                      H Number                      Signature

# Horry Georgetown Technical College

## PTA PROGRAM STUDENT LAB RELEASE FORM

Many of the program courses contain laboratory components that are a critical part of a student's physical therapist assistant education. These labs provide the student with the opportunity to practice skills and treatment techniques.

I understand that, while participating in the Physical Therapist Assistant program at Horry-Georgetown Technical College, I will be expected to participate in the roles of both patient and physical therapist assistant for any and all treatment techniques taught in supervised laboratory sessions in this program including: massage, traction, thermal and electrical modalities, as well as therapeutic exercise and transfer techniques. I will be required to:

1. Both perform and receive hands-on techniques that require contact with various parts of the human body that may be visible by means of draping, wearing shorts, or halter top.
2. Exhibit professional behaviors and monitor my actions and words to be respectful and appropriate at all times.
3. Treat with confidentiality any health or protected information obtained during the course of laboratory sessions.
4. Report to the appropriate instructor any conditions or possible contraindications that may preclude specific actions or treatments in lab.
5. Follow the safety regulations regarding the use of equipment in the program laboratory.

\_\_\_\_\_  
Printed student name

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

\_\_\_\_\_  
Witness Signature and Date

**Non-Student Informed Consent to Participate in Classroom/Laboratory Exercises for Educational Purposes**

I \_\_\_\_\_ consent to participate with the HGTC Physical Therapist Assistant Program in Classroom/ Laboratory programs for educational purposes only.

I attest to the fact that I am not being treated for any medical condition nor—have I been promised any treatment for any medical condition for this clinical education experience by the faculty or students.

I will allow the use of video and/or photography for educational purposes.

I am aware that the information I share with the program will be kept confidential and not shared with anyone outside the program and used only for educational purposes.

Every effort will be made to provide a safe environment and experience.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

# *Horry-Georgetown Technical College*

## **PTA Program Imaging Permission Form**

### PERMISSION

I, \_\_\_\_\_, do hereby grant to Horry-Georgetown Technical College, its successors, assigns, licenses and any other designees, forever, the absolute right and permission to use, publish and reproduce the use of videotapes, audiotapes, and photographs for instructional purposes and for performance review in all PTA program classes, at the College's sole discretion.

I also hereby waive any right that I may have to inspect and/or approve the finished product or printed matter that may be used in connection therewith, or the use to which it may be applied.

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

\_\_\_\_\_  
Student Signature & date

\_\_\_\_\_  
Witness signature & date

## SC Code of Laws, Article 27, The Lewis Blackman Hospital Patient Safety Act

The Lewis Blackman Hospital Patient Safety Act provides a risk-free mechanism for the right of patients to refuse to participate in clinical education:

The Lewis Blackman Hospital Patient Safety Act was enacted in South Carolina in 2005 to make clear the status and responsibilities of all clinical staff. This law provides the mechanism by which patients in a hospital or outpatient setting within a hospital are informed when students are involved in patient care. Identification badges must show the person's first and last name, and designation, i.e.: "physical therapist assistant student." The South Carolina Hospital system complies with this law which states:

### Section 44-7-3430

"All clinical trainees, medical students, interns, and resident physicians must be explicitly identified as such on their badges." This information must be clearly visible and must be stated in terms or abbreviations reasonably understandable to the average person, as recognized by the Department of Health and Environmental Control.

### Section 44-7-3440

Except in emergency admissions, a hospital shall provide to each patient prior to, or at the time of the patient's admission to the hospital for inpatient care or outpatient surgery, written information describing the general role of clinical trainees, medical students, interns, and resident physicians in patient care. This document must be separate from the general consent for treatment.

### Section 44-7-3450

Each hospital must provide a mechanism, available at all times, through which a patient may access prompt assistance for the resolution of the patient's personal medical care concerns.

For purposes of this section, 'mechanism' means a telephone number, beeper number, or other means of allowing a patient to independently access the patient assistance system and must not be construed as requiring a patient to request information or assistance in order to access the system; however, a clinical staff member or clinical trainee must promptly access the system on behalf of a patient if a patient requests such assistance. A description of this mechanism and the method for accessing it must be included in the written material described in Section 44-7-3440. The hospital must establish procedures for the implementation of the mechanism, providing for initiation of contact with administrative or supervisory clinical staff who shall promptly assess, or cause to be assessed, the urgent patient care concern and cause the patient care concern to be addressed."

I have received and read The Lewis Blackman Act. I acknowledge as a Physical Therapist Assistant Student, I must abide by The Lewis Blackman Act.

Student Name (Please Print) \_\_\_\_\_

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

**Harassment Policy**  
**of the SC State Board for Technical and Comprehensive Education**  
**Adopted by HGTC PTA Program**

Sexual Harassment is defined as sexual discrimination where the harassing conduct creates a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal and physical conduct of a sexual nature constitutes sexual harassment when the conduct is severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the educational environment.

Should I feel that I am being subjected to sexual harassment, I will report it to the Student Services according to the Student Grievance Procedure as outlined in the college Catalog. My complaint shall remain confidential.

I have read Horry-Georgetown Technical College's Sexual Harassment policy and agree to abide by it at all times.

\_\_\_\_\_  
Print student name

\_\_\_\_\_  
Student signature & date

\_\_\_\_\_  
Witness signature & date

## Clinical Site Selection

PTH 234   PTH 253   PTH 276   (Circle one)

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

Have you completed a Medicare Part A Experience? Yes ( )   No ( )

Access to Car? Yes ( )   No ( )

Rank your preferred clinical sites below in order from 1-5:

Clinical Site	Location	Type of Experience
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Towns or cities you can live in for this clinical education: \_\_\_\_\_

Student's signature: \_\_\_\_\_

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

**DO NOT CONTACT THE CLINICS!**

**A request is NOT guaranteed selection of a clinical site.**

## Release for Professional Reference

I authorize program faculty of HGTC PTA program to be a professional reference for future employers upon graduation.

This release is effective until a revocation of release is received in writing by the Program Chair.

Student Name (Print): \_\_\_\_\_

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

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



**Horry-Georgetown Technical College  
Physical Therapist Assistant Program  
Complaint Form**

Date: \_\_\_\_\_ Name of person filing complaint: \_\_\_\_\_

Complaint received:  via phone  in person (location \_\_\_\_\_)  
 via email  other \_\_\_\_\_

Complaint origin:  clinic site  public  HGTC employee  student  
 employer  other \_\_\_\_\_

Complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**Horry Georgetown Technical College**  
**Physical Therapist Assistant Program**  
**Acknowledgement of Student Manual**

I have read the contents of the Student Manual and agree to adhere to the policies and procedures of the Physical Therapist Assistant Program. I acknowledge that I am responsible for knowing the contents of the Student Manual.

I understand that the policies and procedures are subject to revision, and I will be notified of any changes by the Program Director and will be required to sign the Acknowledgement of Student Manual Revision Form.

Student Name (Print): \_\_\_\_\_

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

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

# Horry Georgetown Technical College

## Physical Therapist Assistant Program

### Acknowledgement of Student Manual Revision

I have read the revised Student Manual and agree to adhere to the policies and procedures of the Physical Therapist Assistant Program. I acknowledge that I am responsible for knowing the contents of the Student Manual.

Policies Revised and Reviewed: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_

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

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