



**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



**Dr. Carmela Hanna, PT, DPT
Program Director & Academic Specialist**

Carmela.Hanna@ucc.edu

**Dr. Marie-Helene McAndrew, PT, DPT
Assistant Professor & ACCE**

Marie-Helene.Mcandre@ucc.edu

**Kathleen Wittrock
Allied Sciences Division Secretary**

Kathleen.Wittrock@ucc.edu

908-791-4917

<https://www.ucc.edu/academics/academic-divisions/division-of-allied-sciences/physical-therapist-assistant-program/>



UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK



Welcome!

Dear Student,

Welcome to the Physical Therapist Assistant Program at Union County College. The administration and staff are committed to your Physical Therapist Assistant education and the successful achievement of your professional goals.

This Handbook is designed to assist you in understanding the common practice of higher education and expectations of health professional students. It is your guide, as well as ours, in the conduct of our mutual enterprise. It is important that you read and become familiar with its content. The Program reserves the right to change any of these policies or procedures on or before the first day of each term. You are responsible for the contents of this document, as well as the College Catalog and College Student Handbook.

The administration and staff wish you success as you pursue your Physical Therapist Assistant education!

Sincerely,

Dr. Carmela Hanna. PT, DPT

PTA Program Director

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



TABLE OF CONTENTS

New Jersey Licensing Regulations & Requirements	4
Program Philosophy	5
Program Mission Statement	5
Program Goals	6
Program Curriculum	7
Essential Function Guideline	10
Disability Support Services	12
General Clinical Education Requirements	13
Student Health Requirement	13
CPR Certification	14
Malpractice Insurance	14
Criminal Background Check	14
Change of Name/Address	14
Academic Progress	15
Program Policies	
Admissions	16
Readmission	17
Dismissal	19
Appeals	20
Course Participation	22
Grading	23
Laboratory	26
Professional Behavior	27
Fitness for Duty	28
Clinical Education	29
Miscellaneous	
Student Employment	31
Communication	31
Cell Phones	31
Video and Photography	31
Confidentiality	32
UCCAlert	32
Infection Control	32
Illness or Injury	33
Student Guidance and Grievance	33
Non-programmatic Concerns	35
Safety On/Off Campus	36
Student Support Services	36
Student Records	36
CAPTE Accreditation	37
Program Outcomes	39
Program Tuition	40
Program and UCC Policies	40
Forms	
Release Form	41
Photography & Videotaping Consent	42
Informed Consent	43
Fitness for Duty	44
Privacy and Confidentiality Agreement	45
Examination Confidentiality Agreement	46
Student Request for Test Question Review	47
Statement of Understanding	48
PTA Student Handbook Agreement	49

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



NEW JERSEY LICENSING REGULATIONS & REQUIREMENTS

The PTA program generally uses the NJ Physical Therapy laws as a framework for teaching, unless federal laws guide practice otherwise. As students enrolled within the program, each will gain clinical skills that are extremely important to entry-level clinical practice as a Physical Therapist Assistant. It is also expected that students will then apply these as a part of direct patient care under the supervision of your clinical instructor. Many of these skills are clearly governed by specific rules and regulations in Physical Therapist Assistant practice act that restrict techniques to licensed professionals only. Students are not licensed practitioners, but are considered student physical therapist assistant who may only practice under direct supervision of a licensed physical therapist assistant and/or physical therapist. It is the student's responsibility to be familiar with the NJ regulations and consult with faculty to determine when supervision is needed.

If students go to out of state clinical affiliations, they should comply with the rules and regulations of that state. It is the student's responsibility to be aware of all applicable laws that govern practice when participating in any academic and clinical education experience.

Please visit <https://www.njconsumeraffairs.gov/regulations/Chapter-39A-State-Board-of-Physical-Therapy.pdf> for the most recent New Jersey statutes and regulations contains the latest legislation (L.2003, c.18, s.25).

For additional information, contact:

The N.J. Department of Law & Public Safety
Division of Consumer Affairs
State Board of Physical Therapy
124 Halsey Street, P.O. Box 45014
Newark, NJ 07101
973-504-6455

PROFESSIONAL LICENSURE

The Federation of State Boards of Physical Therapy (FSBPT) is responsible for the Physical Therapist Assistant licensure examination called the NPTE. Minimum score of 600 is required for licensure. Specific information can be found at www.fsbpt.org. All students graduating from an accredited Physical Therapist Assistant program are eligible to sit for the licensure examination. The examination is administered four times over the course of a calendar year at specific computerized testing centers throughout the country.

Information regarding the State of New Jersey application and licensure process is available at <https://www.njconsumeraffairs.gov/pt/Applications/Application-for-Licensure-as-a-Physical-Therapist-Assistant.pdf>. Information for licensure and examination review courses are included as part of the second-year curriculum.

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



THE PHYSICAL THERAPIST ASSISTANT

The physical therapist assistant is an allied health professional who delivers physical therapy services under the supervision of the physical therapist. Upon successful completion of the program at Union County College, students are awarded an Associate in Applied Science degree and are eligible to sit for the state licensure examination.

PROGRAM PHILOSOPHY

The art and science of Physical Therapy focuses on the health needs of individuals across the life span. Learning is a dynamic process in which the student and instructor develop a professional association that facilitates student success in both didactic and clinical experiences. Based on specialized knowledge and skills related to movement of the human body, the Physical Therapist Assistant program at Union County College will produce altruistic, culturally sensitive graduates who strive for lifelong learning opportunities. Ultimately a highly qualified and professional practitioner will emerge.

MISSION STATEMENT

The Physical Therapist Assistant Program transforms our community by preparing highly qualified, entry-level professionals who promote safe and ethical professional practices within the scope of Physical Therapy. The Program is committed to excellence in providing an evidence based Physical Therapy education, encouraging graduates to continue the pursuits of lifelong learning and relevant professional contributions.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



PROGRAM GOALS

The Physical Therapist Assistant Program curriculum is designed to prepare highly qualified, entry level licensed physical therapist assistants who:

1. Demonstrate the ability to deliver safe, appropriate and effective interventions to the population they serve under the direction and supervision of a physical therapist within the scope of PTA practice.
2. Demonstrate the ability to deliver appropriate communication, and educate populations they interact and serve.
3. Contribute to the continuous improvement of the profession by actively pursuing career development activities.
4. Utilize human, fiscal and system resources appropriately to provide efficient, ethical physical therapy service.
5. Demonstrate professionalism, accountability, integrity and cultural competence in all duties associated with being a physical therapist assistant.

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



PROGRAM CURRICULUM

The PTA program at Union County College is composed of a comprehensive curriculum consisting of didactic and clinical learning experiences that are reflective of contemporary physical therapy practice.

Curriculum Sequence

Preclinical Phase - Prerequisite Course Work

ENG 101	English Composition I	3 credits
BIO 105	Anatomy and Physiology I	4 credits
MATH 119	Algebra	4 credits
PSY101	General Psychology	3 credits
PSY 204 OR PSY 212	Lifespan Development OR Psychology of Adulthood and Aging	3 credits

Clinical Phase Spring Semester

PTA 115	Functional Anatomy	3 credits
PTA 130	PT Procedures I	6 credits
PTA 251	Independent Living	2 credits
ENG 102	English Composition II	3 credits

Clinical Phase Summer Session One

PTA 140	PT Procedures II	3 credits
---------	------------------	-----------

Clinical Phase Summer Session Two

BIO 106	Anatomy and Physiology II	4 credits
---------	---------------------------	-----------

Clinical Phase Fall Semester

PTA 217	PT Seminar & Clinical Practice I	7 credits
PTA 220	PT Procedures III	6 credits
PTA 221	PT Procedures IV	4 credits

Clinical Phase Spring Semester

PTA 223	PT Seminar	2 credits
PTA 224	Clinical Practice II	12 credits

Total Program Credits: 69 credits

UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK



PTA 115 – Functional Anatomy

This course is the study of neuro-musculo-skeletal structures with an emphasis on the function of typical human movement. Topics studied will include basic human kinesiology and biomechanics, posture and gait analysis, goniometry and manual muscle testing. Prerequisites: (All with a grade of “C” or better) BIO 105, ENG 101, MAT 119, PSY 101. Co-requisites: PTA 130, PTA 251. 2 lecture hours and 3 laboratory hours per week. 3 credit hours.

PTA 130 – Physical Therapy Procedures I

This course teaches the student to implement basic physical therapy treatment programs. Didactic and laboratory practice are included for heat, light and hydrotherapy modalities, ambulation, massage, bed positioning, wheelchair maneuverability, transfers and basic therapeutic exercise. Lab practice will include patient care essentials for the physical therapist assistant including infection control and vital signs. Prerequisites: (All with a grade of “C” or better) BIO 105, ENG 101, MAT 119, PSY 101. Co-requisites: PTA 115, PTA 251. 3 lecture and 9 laboratory hours. 6 credit hours.

PTA 140 – Physical Therapy Procedures II

This course is a study of pathological processes, assessments, and appropriate physical therapy procedures for selected orthopedic conditions commonly seen in physical therapy. A problem-solving approach will be utilized to provide the student the opportunity to identify patients’ needs and determine treatment modifications as per the PTA scope of practice. Prerequisites: (All with a minimum of “C+”). 1 lecture hours and 6 laboratory hours per week. 3 credit hours.

PTA 217 Clinical Seminar and Practice I

This course is designed to integrate the students’ clinical and didactic experiences by developing problem solving and interpersonal skills. Topics studied will include the health delivery system, legal and ethical issues relating to Physical Therapy intervention, documentation skills and an introduction to Guide to Physical Therapy Practice. The course will also explore the elements of effective interaction between a Physical Therapist Assistant and other professions, as well as effective interaction between the Physical Therapist Assistant and the patient. The importance of the role of the physical therapist assistant in the clinical education of physical therapy assistant students will be examined. Areas including verbal and non-verbal communication, personal and cultural bias, and social versus therapeutic helping relationships will be discussed. The student will participate in two days of supervised Physical Therapist Assistant clinical experience for 10 weeks. Students must provide their own transportation. Prerequisites: All previous professional coursework with a minimum grade of “C+”. Co-requisites: PTA 220, PTA 221, ENG 102 and BIO 106. 3 lecture hours and 15 clinical hours per week. 7 credit hours.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



PTA 220 Physical Therapy Procedures III

This course is the study of pathophysiological processes, medical treatments, and appropriate physical therapy procedures for selected neurological conditions commonly seen in physical therapy. Physical therapy treatments will include advanced therapeutic exercise and ADL, modalities, electrotherapy and orthotics in relation to each neurological condition.

Prerequisites: All previous professional course work passed with a minimum grade of “C+”, ENG 102, BIO 106. Co-requisites: PTA 217, PTA 221. 4 lecture hours and 6 laboratory hours per week. 6 credit hours.

PTA 221 – Physical Therapy Procedures IV

This course is a study of pathophysiological processes, medical treatments, and appropriate physical therapy procedures for selected medical and pediatric conditions commonly seen in physical therapy. Physical therapy treatments will include advanced therapeutic exercise, ADL, and assistive devices in relation to each pediatric and medical condition. Prerequisites: All previous professional course work passed with a minimum grade of “C+”, ENG 102, BIO 106. Co-requisites: PTA 217, PTA 220. 3 lecture hours and 3 laboratory hours per week. 4 credit hours.

PTA 223 – Clinical Seminar

This capstone course is the study of advanced topics in physical therapy education including therapeutic exercise, psychosocial aspects of disability and dying, continuation of total treatment programs for selected conditions, ethical issues and entry level preparation. Prerequisites: ENG 102, PTA 217, PTA 220, PTA 221 all passed with a grade of “C+” or better. Co-requisite: PTA 224. 2 lecture hours per week. 2 credit hours.

PTA 224 – Clinical Practice II

The students will participate in a full time supervised Physical Therapist Assistant clinical experience for 14 weeks. Students must provide their own transportation. Prerequisites: PTA 217, PTA 220, PTA 221 all passed with a grade of “C+” or better. Co-requisite: PTA 224. 36 clinical hours. 12 credits.

PTA 251 – Independent Living

This course is the study of barriers that impact people living with disabilities. The course offers the student an opportunity to explore and problem solving the functional limitations of a given disability. Prerequisites: All passed with a grade of “C” or better: BIO 106, ENG 102, MAT 119, PSY 101. 2 lecture hours per week. 2 credit hours.

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



ESSENTIAL FUNCTIONS GUIDELINES

In keeping with the goals of the Physical Therapist Assistant program, the highest priority is placed on developing graduates who are competent, caring physical therapist assistants who possess the skills needed to incorporate new knowledge and methods into a changing healthcare environment. Certain essential functions are required for admission, progression and graduation from the PTA Program.

An individual must be able to independently, with or without reasonable accommodation, meet the following essential functions. Information about support services for students with disabilities is available at Disability Support Services. Individuals unable to resolve deficiencies in these essential functions, with or without reasonable accommodation, are counseled to pursue alternate careers.

The student is expected to possess functional use of the senses of vision, touch, and hearing so that data received by the senses may be integrated, analyzed, and synthesized in a consistent and accurate manner. A student must also possess the ability to perceive pain, pressure, temperature, position, vibration, position equilibrium and movement that are important to the student's ability to gather significant information needed to manage patients effectively.

Observation Skills:

Students must be able to acquire a defined level of required information as presented through educational experiences in both basic arts and sciences and clinical sciences. To achieve the required competencies in the classroom setting, students must perceive, assimilate and integrate information from a variety of sources. These sources include oral presentation, printed material, visual media and live demonstrations. Consequently, students must demonstrate adequate functional use of visual, tactile, auditory and other sensory and perceptual modalities to enable such observations and information acquisition necessary for academic and clinical performance.

Communication Skills:

Effective communication is critical for students to build relationships with faculty, advisors, fellow graduate students, coworkers, patients/clients and their families in the student's various roles of learner, colleague, consultant, educator and leader. Students must be able to gather, comprehend, utilize and disseminate information effectively according to professional standards. Students are required to communicate in the English language both verbally and in writing, at a level consistent with competent professional practice. Students are expected to use grammar and vocabulary proficiently. They must be able to elicit information, gather information and describe findings verbally and in writing. Communication should be comprehensible by faculty, peers, patients/clients, professionals, and laypersons.

Students must be able to communicate effectively and sensitively with patients/clients and colleagues, including individuals from different cultural and social backgrounds; this includes, but is not limited to, the ability to establish rapport with patients/clients and communicate clinical reasoning and decision making effectively. They should also be able

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



to observe, recognize and interpret non-verbal communication, including body language, demonstrated by others. Students should be able to recognize non-verbal communication and body language of themselves, recognize the effect on others and adjust it as needed to meet professional standards and facilitate effective relationships.

Motor Skills:

Students must possess the motor functions needed to manipulate instruments or tools and to handle patients/clients. These functions will vary depending on the needs of each individual according to the patient/client management process (see additional standards below). The motor capacities usually include the physical strength and coordination to safely handle and move patients/clients, perform clinical procedures, and to manage and direct patients/clients in various practice settings.

Intellectual/Conceptual Abilities:

Students must demonstrate critical thinking skills so that they can problem-solve creatively, master abstract ideas, and synthesize information presented in academic, laboratory and fieldwork settings. Students must be able to measure, calculate, reason, analyze, process, integrate, synthesize, apply and retain facts, concepts, and data related to the art and science of health care. In some areas, this requires comprehension of three-dimensional relationships and spatial relationships of structures. Students must develop and exhibit a sense of medical ethics, and also recognize and apply pertinent legal and ethical standards.

Behavioral and Social Skills:

Students must demonstrate emotional stability and acceptable communication skills as noted above, and be capable of developing mature and effective interpersonal relationships with other students, faculty and health care workers. Students must be able to tolerate physically and emotionally stressful workloads while also functioning under pressure. They must be able to adapt to changing environments, display flexibility and function in the face of the uncertainties inherent to the classroom and clinical setting.

Students must exhibit the ability and commitment to work with individuals in an intense setting, therefore to meet the needs of people of diverse cultures, age groups, socioeconomic groups and challenges without bias. These individuals may be severely injured; they may be limited by cognitive, emotional and functional deficits that may create at times an adverse environment. The ability to interact with individuals with these impairments and dysfunctions without being judgmental or prejudiced is critical in establishing one's professionalism and therapeutic relationship. Compassion, integrity, interpersonal skills, interest and motivation are all personal qualities that are critical to complete the Physical Therapist Assistant program.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



DISABILITIES SUPPORT SERVICES

An individual must be able to independently, with or without reasonable accommodation, meet the following essential functions. Information about support services for students with disabilities is available at Disability Support Services. Individuals unable to resolve deficiencies in these essential functions, with or without reasonable accommodation, are counseled to pursue alternate careers.

Union County College is committed to providing a total educational experience for students with disabilities. Disability Services is designed to assist students with documented disabilities. The goal is to ensure that each Union County College student is provided equal access to the College's academic programs, activities, and awards without discrimination on the basis of a disabling condition. Students who have documented disabilities may receive help with the following:

- Academic Accommodations
- Academic Advisement and Registration Assistance
- Testing Accommodations
- Interpreters
- Referral to Community Resources
- Assistive Technologies
- Linkage to Para Transit Services providing transportation to and from the College

Accommodations are provided to address the special needs of students with documented disabilities, in compliance with the New Jersey Law Against Discrimination (NJLAD), Section 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, including the recent Amendments.

To learn more about Disability Support Services, contact us at disabilitysvc@ucc.edu.

UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK



GENERAL CLINICAL EDUCATION REQUIREMENTS

Students who are planning to enroll in PTA Program need to have the following prior to the student's first clinical practice:

- ✓ Student Health Documentation
- ✓ Health Care Insurance
- ✓ HIPPA Form
- ✓ Drug Testing
- ✓ First Aid/CPR certification for the Health Care Provider
- ✓ Malpractice Insurance
- ✓ Criminal record history background check
- ✓ Satisfactory completion of prior semesters course work and competency skills

Student Health Requirements

Students enrolling in their first clinical course in the PTA Program, and those students who are resuming their studies after an absence of a year or more, are to complete and satisfy health requirements through their personal health care provider. The requirements include:

1. Physical examination (within 6 months)
2. Laboratory studies: Urinalysis, complete blood count, blood chemistry panel, urine drug screening with confirmation
3. Proof of immune status – blood titers are required for all of the following*:
 - a. Measles/Mumps/Rubella
 - b. Varicella-zoster titer
 - c. Hepatitis B
 - d. Flu Vaccination (as available)
 - e. Tetanus/Diphtheria/Pertussis (Tdap) Vaccine or declination

*Students who are not immune to measles, mumps, rubella, varicella, or hepatitis B will need to obtain the appropriate vaccination and a follow up titer is required following vaccinations. Students who are not immune to the infectious diseases noted may be prohibited by the clinical agencies from participating in experiences in areas where disease transmission poses a high risk to patients, staff, visitors, and /or students.

4. Two-Step or Three Step Mantoux skin test for tuberculosis* as per clinic request

*All current students are required to have an annual Mantoux skin test for tuberculosis. A two-step Mantoux test is not required if proof of a negative Mantoux within 12 months is provided. Students who test positive to the Mantoux skin test or have received BCG required a chest X-ray and pulmonary clearance.

Students should make copies of ALL health records before submitting the documents to the Program for the student files.

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



Cardio-Pulmonary Resuscitation (CPR Certification)

Students enrolled in PTA clinical courses are required to be First Aid/CPR certified (Healthcare Provider). A copy of the certification card will be submitted to the Program and placed in student files prior to registration for the first clinical course. It is the students' responsibility to maintain current certification.

Malpractice Insurance

All students who are enrolled in a clinical PTA course are required to carry malpractice insurance (minimum coverage of one million dollars any one claim, three million dollars any one annual period of insurance). The insurance policy documentation must demonstrate coverage for the entire clinical course. Without proof of coverage, students will not be permitted to register for the subsequent class or clinical practice. A copy of proof of insurance statements will be submitted to the Program and placed in student files.

Criminal Background Check

All students enrolled in the Physical Therapist Assistant program are required to have a criminal background check completed to continue in the program and participate in clinical practice experiences. Students must sign and submit a **Criminal Background Check Release Form** and **Disclosure Form** prior to PTA 217 Clinical Practice registration. Additionally, some clinical affiliates require their own criminal background checks. Past criminal history may have an impact enrollment in the Physical Therapist Assistant program and the subsequent ability to obtain licensure and employment as a PTA. The Physical Therapist Assistant program will attempt to work with students who have a criminal history, but clinical agencies have the right to establish individual policies and exclude students from client care areas. If a student is denied clinical placement by any clinical site due to criminal history information, that student will be dropped from the program. The Academic Coordinator for Clinical Education will receive and review the criminal background checks. Reasonable effort will be made to maintain the confidentiality of these records. Reports will be maintained in student files in the Program's locked file cabinet. Students who believe that their criminal information is inaccurate will need to have this resolved prior to clinical placement. It is the continued responsibility of the students to immediately report convictions of any crimes or offenses that occur after the completion of the criminal background check.

Change of Name/Address

The student is responsible for notifying the Program Director and Union County College Student Services of any change in name, address and/or telephone.

UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK



ACADEMIC PROGRESS POLICY

1. Student Handbook Waiver must be signed and submitted at new student orientation, indicating review and understanding of the Program's policies and procedures.
2. Fitness for Duty Contract must be signed, submitted and adhered to. Failure to adhere to this policy can result in a grade of F and dismissal from the program.
3. Release Form, Video and Photography Consent, Informed Consent, Privacy and Confidentiality Agreement and Examination Confidentiality Agreement must be signed and submitted at new student orientation.
4. Students must complete the entire program within 4 consecutive calendar years.
5. The program consists of a prescribed set of professional and general education courses. The professional courses are sequential and may be taken by students accepted into the program.
6. Students who fail a professional course with a course average of 74% or below are dismissed from the program.
7. Students who have been dismissed from the program for academic failure may apply once for readmission.
8. Students who have been dismissed from the program for a clinical failure are not eligible for readmission.
9. Students who voluntarily self-drop or who are dismissed from the program will be readmitted under the current curriculum.
10. A grade of C+ (75%) or higher must be earned in all professional course. Program course work includes, academic, laboratory and clinical practice.
11. Prior to readmission, students must validate clinical skills for all successfully completed courses.
12. Students must complete all examinations administered during the program.
13. Students are responsible for all written and verbal information that is shared in scheduled class.
14. Students are encouraged to seek assistance promptly from PTA staff when and if they experience academic or personal difficulties.
15. Students who have an Accommodation Alert Form should provide a copy of the form to each instructor. The student will take the exams on the same day as the class.
16. Students may not be in clinical units outside of the scheduled clinical hours.
17. Students may not switch clinical assignments or schedules without the expressed written permission of the ACCE.
18. Students will conduct themselves in a professional manner at all times in class, laboratory and clinical practice. Students who display unprofessional conduct may be dismissed from the program.

UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK



PROGRAM POLICIES

ADMISSIONS

1. Eligibility Criteria for the PTA Program includes successful completion of pre-requisite courses in ENG101 English Composition 101, BIO105 Anatomy and Physiology I, MAT 119 College Algebra, PSY 101 General Psychology, and PSY 204 Lifespan Development or PSY 212 Psychology of Adulthood and Aging with a grade of C or better, prior to the application deadline. ENG 102 English Composition 102 and BIO 106 Anatomy and Physiology II can be completed during the clinical phase of the program, if admitted.
2. The prospective student will also complete 25 volunteer/aide work hours from 2 different clinics/settings totaling 50 hours.
3. Student who meet the eligibility criteria must submit: PTA Program Application along with all **unofficial transcripts** from all schools attended, CLEP and AP scores (if applicable), personal essay, volunteer verification logs and 2 sealed recommendation forms. The completed application to be sent to:
Kathleen Wittrock
Division of Allied Sciences
Plainfield Campus, Union County College
232 East Second Street
Plainfield, NJ 07060
Kathleen.wittrock@ucc.edu
4. All **official transcripts**, from all schools attended, are to be sent to the Admission's Office on the Cranford Campus.
5. Incomplete applications will not be evaluated for admission into the PTA Program.
6. All completed applications received from September 1st to October 31st will be reviewed.
7. An admission score will be calculated for each prospective student.
8. Seating is limited to top admission candidates.
9. PTA program application can be obtained from the program webpage.
<https://www.ucc.edu/academics/academic-divisions/division-of-allied-sciences/physical-therapist-assistant-program/>

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



READMISSION FOR DISMISSED STUDENTS

1. Students who have been dismissed from the Program due to an academic failure or a self-drop may apply once for readmission. There is no readmission for students with a Clinical Practice failure.
2. Eligible students seeking readmission to the Physical Therapist Assistant program must submit a formal written request for readmission. Students should include information that identifies their plan for success in the Program. Requests for re-admission will be reviewed by the PTA staff.
3. Additional requirements include the submission of PTA Application Form and allowing at least one semester to pass since the student's dismissal. This allows the student the opportunity to tend to any personal, financial, or academic issues prior to readmission.
4. All readmissions are contingent on the availability of space.
5. Prior to readmittance, the student is required to pass a comprehensive, re-entry clinical skills competency for all successfully completed courses. If a student is unable to pass clinical skills competency, the student will not be readmitted into the Program.
6. If professional course content differs from when the student initially took the professional course prior to dismissal or self-drop, the student is required to complete the professional course again.
7. Once readmitted, the student will need to retake all failed professional courses in order to continue with the program sequence.
8. The student will need to repeat health examination, drug testing and criminal background check as well as maintain first aid/CPR certification.
9. Any subsequent failure in a professional program course will result in a final dismissal from the Program with no further consideration for readmission.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



READMISSION FOR STUDENTS WHO VOLUNTARILY WITHDRAW

1. When a student postpones registration or voluntarily withdraws must officially withdraw from the program.
2. Eligible students seeking readmission to the Physical Therapist Assistant program must submit a formal written request for readmission. Students should include information that identifies their plan for success in the Program. Requests for re-admission will be reviewed by the PTA staff.
3. Additional requirements include the submission of PTA Application Form and allowing at least one semester to pass since the student's dismissal. This allows the student the opportunity to tend to any personal, financial, or academic issues prior to readmission.
4. All readmissions are contingent on the availability of space.
5. Prior to readmittance, the student is required to pass a comprehensive, re-entry clinical skills competency for all successfully completed courses. If a student is unable to pass clinical skills competency, the student will not be readmitted into the Program.
6. If professional course content differs from when the student initially took the professional course prior to the voluntary withdrawal, the student is required to complete the professional course again.
7. Once readmitted, the student will need to retake all incomplete courses to continue with the program sequence.
8. Students who withdraw from the program for health reasons must present a health clearance note to continue.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



DISMISSAL

Automatic dismissal from the PTA Program include the following situations but not limited to:

1. Students who fail to maintain a course grade average of 75% or higher in all PTA professional courses.
2. Students who fail Clinical Practice course will be dismissed from the Program with no readmission recourse.
3. Conduct that constitutes harassment, abuse or discrimination of peers, staff, patients or others in the class or clinical setting.
4. Participating in academic course work and/or Clinical Practice while under the influence.
5. Breach of patient confidentiality.
6. Breach of academic integrity.
7. Failure to demonstrate Student Code of Conduct and the Standards of Ethical Conduct for the Physical Therapist Assistant.



UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK
STUDENT GRADE APPEAL FORM



STUDENT _____ STUDENT ID _____ TERM/YEAR _____

COURSE CODE _____ SECTION _____ COURSE INSTRUCTOR _____

The appeal process is designed to ensure that College policy and procedures have been followed and all facts have been considered.

Please Note: Only a final grade can be appealed and the **first step of the appeal process must begin within the first three weeks of the next 15 week semester.** Please describe the specific circumstances of your appeal and attach supporting documents if needed.

Student signature: _____ Date: _____

There are four steps to the appeal process. All steps must be followed in order. The student is responsible for initiating each step of the appeal process. The instructor will pass this original form to the next instructor, coordinator* or division dean. Copy to be given to student.

Step 1: Meet with course instructor. Date of meeting: _____

Decision and rationale: _____

Instructor signature: _____

Step 2: If the issue is not resolved at Step 1, within two weeks after completion of Step 1, the student should proceed to Step 2.

Meet with the Coordinator.* Date of meeting: _____

Decision and rationale: _____

Coordinator signature: _____

STEP 3: If the issue is not resolved at Step 2, within two weeks after completion of Step 2, the student should proceed to Step 3.

Meet with the Division Dean*. Date of meeting: _____

Decision and rationale: _____

Division Dean signature: _____



UNION COUNTY COLLEGE DIVISION OF ALLIED SCIENCES PHYSICAL THERAPIST ASSISTANT PROGRAM STUDENT HANDBOOK



* Certain college programs have coordinators (e.g. in Health Science programs). If the instructor is also the Coordinator move to the next step. If the program has no coordinator, move to the next step.

Page 1/2

STEP 4: If the issue is not resolved at Step 3, within two weeks after completion of Step 3, then the student should proceed to Step 4.

Meet with the Dean of Elizabeth Campus. **The recommendation of the Dean of Elizabeth is final.**

Send a copy of this form along with copies of all supporting documentation to the Office of the Dean of Elizabeth Campus.

Recommendation of the Dean of Elizabeth

The Dean of Elizabeth sends this document to the Vice President of Academic Affairs for final signature. The document is then returned to the Dean of Elizabeth for a letter to be sent to the student confirming the result of the appeal.

Dean of Elizabeth Campus

Date

Vice President Academic Affairs

Date

Letter of notification to student: _____

Date

Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

Revised 10.3.17

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



COURSE PARTICIPATION

1. Mandatory attendance is required for all classes, laboratory and clinical practice. On occasion classes may need to be rescheduled. All efforts will be made to minimize this inconvenience to students.

Lateness

1. If a student is going to be late for class, it is the responsibility of the student to inform the instructor via phone call to the instructor or division secretary.
2. Lateness is considered unprofessional conduct. Repeated lateness may jeopardize the successful completion of the class.
3. A student may be refused admission to the class by the instructor due to lateness and will not be permitted to participate in a graded activity if more than 15 minutes late.
4. If a student is late, without prior notification on more than one occasion, the professional behavior grade will be lowered by one letter grade at the discretion of the instructor.

Absences

1. The student is expected to assume responsibility for obtaining course material and assignments in the event of an absence.
2. Contact the instructor or division secretary of an absence.
3. Make up work is to be arranged with the instructor within one week after returning to school. Make up arrangements are the responsibility of the student and at the discretion of the instructor.
4. Each unexcused absence will lower the professional behavior grade one letter grade.
5. There will be no makeup quizzes or exams for unexcused absences. The student will receive a zero grade for that quiz or exam.
6. Excused absences consist of illness or death in the family, which requires formal documentation and should be presented to the instructor upon the student's return to class.

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



GRADING

1. The student must earn a minimum grade of 75% (C+) or higher in all PTA courses in order to maintain good academic standing in the PTA Program.
2. Student who are unable to maintain good academic standing in a professional course will be dismissed from the program.
3. Instructors will post grades on Canvas within a week from the assessment date.
4. The official final grade due dates will be determined by the College for each semester, as published on the academic calendar on the Union County College website.

Grading Scale:

Numeric Grade	Grade
100-90	A
89-85	B+
84-80	B
79-75	C+
74-70	C
69-65	D+
64-60	D
Below 59	F

74.4 or below designates an unacceptable level of professional performance.

0.5> will be rounded up

0.4< will be rounded down

Academic Integrity

Any violation of academic integrity will result in dismissal from the Program with no readmission recourse. Please refer to the Union County College Student Handbook.

Written Assessments

1. All written requirements must be completed and submitted in order to take the final exam in a PTA course.
2. Students must not leave their seats during an assessment/examination.
3. No communication between students will be tolerated during an assessment/examination.
4. Students may not share information about an assessment/examination with other students.
5. Students are expected to sit for all written testing assessments at the scheduled times. There are no re-takes for written examinations or quizzes.
6. Students must notify the instructor of a late arrival to a written testing assessment, and may be given the option to take the exam during the remaining time scheduled or at another appointed time at the discretion of the Instructor.
7. In an emergency necessitating an absence, students must notify the course faculty member(s) at least ½ hour prior to a written testing assessment.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



8. Valid excused absences will be reviewed on an individual basis and missed exams will be rescheduled. The make-up exam can vary from the original test.
9. If the student does not notify the instructor of an absence for an exam, a zero grade will be given.

Test Review

1. Student is entitled to review an examination for the purpose of a learning experience.
2. Exam will be reviewed in a mutually respectful atmosphere.
3. Each student will sign and date the reviewed exam before handing it back to the Instructor.
4. If a student wishes to challenge a test item, the student must schedule an appointment to meet with the instructor within one week of the exam review.

Practical Examination

1. A student must pass each practical examination to successfully complete a professional course.
2. In the event of a practical examination failure, the student is permitted to one (1) retake practical examination.
3. A retake practical examination may be taken in the presence of two faculty members. The retake practical examination and all subsequent practical examination may be videotaped for quality assurance.
4. Highest possible score on the retake practical exam is 75%.
5. If a student fails the retake practical examination, a zero grade will be given.

Competency Testing

1. PTA laboratory courses also include individualized competency testing for specified skills that have been identified as entry level skills.
2. Competency testing represents a method of assuring the clinical community that the PTA student/learner is competent and safe to perform procedures and techniques with patients.
3. Competency testing will be conducted throughout the curriculum by the course instructor.
4. Student may retake a competency test up to three times until entry level competency is achieved.
5. All competency testing is to be completed prior to the first Clinical Practice experience.

Assignments

1. All clinical and classroom assignments must be handed in on time.
2. Grades will be lowered by 5 points per day for all late assignments.
3. No assignment will be accepted after five days (including the weekend) and will receive a zero grade.
4. All written assignments, unless otherwise specified, are to be typed, double spaced, and presented in a neat and organized manner on the date specified by the course faculty.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



Unsatisfactory Performance

1. Student conferences are required for an unsatisfactory performance (75% or less on any written test, assignment, practical examination, behavior) at any time within a semester.
2. Student conferences are scheduled with the Instructor.
3. A Student Conference Record is filled out to memorialize the academic strategies outlined for the student.
4. Student Conference Records are signed by the Instructor and student. Students will receive a copy of their records.

Grade Change

1. Students requesting a change in a course grade must present their initial appeal to the course instructor who awarded the grade.
2. It is the instructor's decision to follow through with a grade change.
3. If a change is to be made, the instructor will follow the college policy for the grade appeal process.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



LABORATORY

1. Attendance to all laboratory sessions is mandatory.
2. Students are expected to come to lab sessions prepared to perform the lab activities assigned for that day.
3. Any student desiring additional practice with laboratory equipment is requested to make arrangements with the course instructor.
4. Additional open lab hours are available each week. A schedule is announced at the beginning of each semester. Students will sign in on the Open Lab Attendance Sheet.
5. Students are not to use PTA classroom and equipment without an instructor being present unless given prior permission.
6. Due to the necessity for scheduling adequate laboratory and class experiences, classes may be scheduled on evenings and/or Saturdays.
7. Lab partners will be randomly assigned throughout the semester to ensure that all students have had the opportunity to work with each of their classmates.
8. It is an expectation that all students will work with their classmates and assist those who may need extra help.
9. All PTA program laboratory courses involve direct interaction between the students and the PTA faculty.
10. All students experience both administering care and receiving care. Classmates are both “patients” and “clinicians”.
11. Students are required to sign a Laboratory Practical Participation Consent at the start of the program which will remain in effect for the duration of the program. If a student is unable to wear lab attire due to religious or cultural beliefs, he/she must submit a written request to be exempt from the policy to the Program Director and the Instructor of the course.
12. If a student is injured during a laboratory session, the incident is immediately reported to the Program Director and the student fills out a College Incident Report.
13. All students are expected to bring two (2) towels, shorts, tank tops and a set of twin sheets for all lab sessions. Comfortable clothing that allows for ease of movement and dignity of the individual. This includes but is not limited to: sweat pants, gym shorts, tank tops, halter tops, sports bras, sneakers, and rubber soled closed toe shoes.
14. Information on Standard Precautions is provided in the PTA curriculum. All students will demonstrate understanding of this information in the professional courses and practical examinations. All staff and students are to follow universal precautions at all times. Gloves and masks are available in the lab for individual’s use and safety.
15. Material Safety Policy and Material Safety Data Sheets are maintained in the Program office and the PTA laboratory cabinet for accessibility.
16. Laboratory equipment undergoes biomedical inspection once annually. All other equipment is inspected by PTA Program staff periodically throughout the year. All equipment deemed unfit will be placed out of commission until fixed or discarded. All equipment user manuals are maintained in the PTA laboratory cabinet.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



PROFESSIONAL BEHAVIOR

All students accepted into the Physical Therapist Assistant Program will be evaluated on professional behaviors both in the classroom, laboratory and in the clinical settings.

The following documents will be used when defining professional behaviors:

1. The American Physical Therapy Association (APTA) Standards of Ethical Conduct.
2. The APTA Guide of Professional Conduct.
3. The Model for ability-based assessment in physical therapy education

The following actions will be taken if a student demonstrates behaviors inconsistent with the criteria established in these documents:

1. When behavior is perceived as being inappropriate, the student will be given feedback regarding the inappropriate behavior(s) and be provided with relevant expectations for remediation. This feedback can be provided by faculty and/or clinical instructor. The student will be expected to remediate the behavior as advised.
2. In the academic setting: If an instructor feels a student is not following the professional behaviors and expectations as stated above, the instructor may dismiss the student from the lecture or lab at their discretion and receive a zero grade for professional behavior that day. The student will need to make up all work that was missed. A student conference will be scheduled to discuss the expected professional behaviors with the student. If behaviors are not corrected, the student will be subject to consequences as determined by the faculty ranging from remediation to the forfeiture of the opportunity to continue in the program.
3. In the clinical setting, if behaviors are inappropriate, a formal learning contract between Union County College PTA Program and the student will be developed between ACCE and student. All parties will sign the learning contract. The behavior (s) will be reassessed as in a timely manner.
4. If behaviors are not remediated, the student may be dismissed from the program.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



FITNESS FOR DUTY

It is expected that students come to class, laboratory and clinical practice in a condition fit for competent and safe performance of their duties. Instructors are held accountable for documenting impaired observation and subsequent emergent or non-emergent actions.

1. Impaired observations include but not limited to: frequent absenteeism with no documentation, drowsiness and sleepiness, smell of alcohol, inability to meet schedules and deadlines, slurred incoherent speech pattern which is different than typical, aggressive behavior, erratic change in mood, change in appearance, decreased dexterity and coordination, inappropriate response to stimulus, unexplained injuries.
2. If impaired observations are detected, a request for the presence of a second instructor or staff to witness observations.
3. The instructor will initiate emergent or non-emergent actions depending on the situation with the appropriate referrals.
4. The instructor will fill out documentation of events for student file.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



CLINICAL EDUCATION

1. Clinical assignments will be given to eligible students who have completed the general clinical education requirements:
 - a. Student Health Documentation, vaccinations, blood testing, titers
 - b. Health Insurance
 - c. Drug Testing
 - d. First Aid/ CPR certification for the Health Care Provider
 - e. Malpractice Insurance
 - f. Criminal record history background check
 - g. Signed HIPPA form
 - h. Successful completed of all professional course work with a course average of 75% or higher.
 - i. Successful completed of all competency skills for each professional course.
2. Proper professional behavior is expected when attending clinical practice including but not limited to: attendance, assignments, attire, patient interactions, clinical instructor interactions and cell phone/electronic use. Inappropriate professional behavior is grounds for dismissal.
3. Students who no-show more than one day of clinical practice will receive a grade of F. Clinical Practice failure are not considered for readmission. Only three excused absences are allowed across all 3 clinical rotations (1 excused absence per rotation). All excused absences will be rescheduled for makeup.
4. If a student is deemed unsafe, a grade of F will be given. Behaviors that may result in immediate dismissal include but not limited to: professional determination of the Clinical Instructor or CCCE, performing acts beyond the scope of practice, unauthorized use of supplies, equipment or pharmaceutical agents, falsifying or altering documentation, patient abuse, neglect or abandonment, felonious acts, violation of ethical principles, violation of Fitness for Duty policy, breach of HIPPA rules, practicing on an unscheduled day or without supervision.
5. If a student is injured during clinical practice, the incident is immediately reported to the Clinical Instructor. Clinical site procedures for onsite injuries will be followed. The incident will be reported to ACCE and Program Director with a copy of the incident report.
6. When students performed procedures that are patient sensitive, the student should consult with supervisor to determine if the presence of another individual is advisable.
7. Students will have drug tests as part of his or her physical exam prior to beginning clinical affiliations. Students must consent to release information to the clinical affiliation. Students must understand that the clinical affiliation has a right to refuse to take a student if the test results are positive.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



Clinical Practice Evaluation

1. Web Based Clinical Performance Instrument (CPI) is the objective assessment tool to evaluate clinical practice experiences.
2. All students must achieve the designated professional anchor in order to pass the clinical practice.
3. In the event of a failure, the student is dismissed from the program with no readmission recourse.

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



MISCELLANEOUS

Student Employment

Enrollment in the PTA program is a full-time responsibility, therefore, employment during the academic year is not recommended. The PTA program is a comprehensive and intensive program that requires at least two (2) hours of study for each hour of classroom attendance. For students who do choose to be employed while enrolled in the program, academic activities and requirements must always take precedence over employment activities. Missing classes or leaving early for employment is not acceptable. Employment must not interfere with part time and full time clinical practice experiences. Students should be aware that the PTA program does require an occasional evening and/or Saturday class.

Communication

Students may communicate with program staff using UCC email, Canvas mail or voicemail. Staff will respond within 24-48 hours of student's submission. All students are expected to have their UCC accounts active for receipt of notices from the Program Director and Staff. Union County College expects all members of its community to use electronic communications in a responsible manner. The College may restrict the use of its computers and network systems for electronic communications, pursuant to the procedures and standards set forth in the "Union County College Responsible Use Policy."

Cell Phones

Use of cell phone are not permitted during class or clinical education. Cell phone must be turned off and secured away during classroom, laboratory and clinical activities. Students must request permission to use their cell phones for certain circumstances, however the phone must stay on silent or vibrate mode. Students may use their cell phones during scheduled breaks in classroom/lab and during clinical practice experiences.

Video and Photography

Written consent is required to take photos and videos of fellow students, faculty members, and patients. This policy is extended to the use of cell phones and all other electronic equipment that is capable of recording audio and visual information. Students are not to share images of patients, families, fellow students, faculty members, administrators, or academic or clinical documentation on any *Facebook*, *MySpace*, *Twitter*, *YouTube*, e-mail, or other electronic or print format without written consent of the student, individual, patient, clinical agency, and/or Union County College. Personal privacy, dignity and respect are the key factors for this policy, which has come into existence in response to poor or uninformed judgment on the part of others. Students who have been found to violate this policy will be subject to dismissal from the PTA Program.

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



Confidentiality

Student grades are kept confidential and accessible a by password protected login into Canvas. All information that is obtained during client interactions is of a confidential nature. Important information regarding clients may be shared with agency staff members, instructors, and peers in an appropriate manner and setting. Students are not to disclose information to other individuals who are not directly involved in the client's care. Tape recording conversations, removal of client's records and photography/videography is prohibited without the express written consent of the client. When completing written assignments following clinical experiences, do not use the client's name on any documentation. Every effort should be made to maintain the client's confidentiality. Students demonstrate respect for clients by protecting their identity. Students will sign a Confidentiality Agreement prior to the first clinical affiliation acknowledging HIPPA policies and procedures.

UCCAlert

Union County College facilitates **UCCALERT**, communication system that will allow the College to send time-sensitive notifications by phone (including TTY/TTD), e-mail, and/or text message. UCCAlert is a voluntary **OPT-IN SERVICE**, which means that, while the College highly recommends you provide your contact information, it is not mandatory that you participate. In order to participate you must use your College Wide Identification Number (CWID) which is assigned to all students, faculty and staff. Anyone wishing to Opt-in to the Union County College Emergency Notification system to receive alert messages must sign up at the following hyper link: <http://ucc.edu/regroup>

Infection Control

While participating in classroom, laboratory and clinical practice experiences, students need to be aware of standard precautions and transmission specific precautions (droplet, airborne, contact). All equipment, linens, utensils, dressings, etc. that come in contact with a client's body fluids are considered contaminated and need to be handled accordingly. The following are some basic guidelines to follow:

1. Wash hands before and after client care.
2. Use barrier protection (eyewear, masks, gloves, gowns) when indicated.
3. Dispose of equipment and other materials appropriately (such as in designated hampers).
4. Report the presence of open lesions or infections to the instructor.

Emergency alarm buttons, for immediate alert of Public Safety personnel, are located throughout the campus in restrooms, hallways and stairways. In the event of an exposure during classroom or laboratory session, the event will be reported to the Program Director. The student will fill out an incident report form and provide copies to the Program Director and the Union County College Security Office. In the event of an exposure during a clinical affiliation, affiliation procedures will be followed as well as contacting the ACCE and filling a PTA program incident report.

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



Illness or Injury

All students must show proof of health insurance prior to registration. Students are responsible for access and the cost of health care/emergency services. In the event of a medical emergency

while on campus, notify the campus security immediately. Following a major illness or injury, health clearance must be obtained from the personal health care provider before students are able return to the classroom or clinical practice experience. In the event of a student injury during classroom or clinical practice experience, the event will be reported to the Program Director and ACCE. The student will fill out an incident report form and provide copies to the Program Director and the Union County College Security Office.

Student Guidance and Grievances

PTA Program staff will schedule and post office hours for advisement, guidance and tutoring. Students may also schedule an alternate appointment convenient for both student and instructor. Under guidance of the instructional staff, students in the PTA professional education program assume responsibility for their own ongoing learning as well as personal and professional growth. Students are responsible for their own curriculum plan in completing ENG 102 English Composition and BIO 106 Anatomy and Physiology II, if not completed prior to admission. Students are expected to maintain their own personal record of courses completed, including course grades and the accuracy of these records.

To facilitate the sharing of information, student representatives from each class are chosen and can meet with instructional staff as needed. During these meetings, students may express the thoughts of their peers and offer possible suggestions for program improvement. Additional meetings with student groups may be scheduled during the year as necessary. Student representatives will be determined each semester by nomination and an election of the majority in each class.

Students are also encouraged to participate in the evaluation of the program by completing course/clinical and instructor evaluations at the end of each course. This input assists in the review and revision of the PTA curriculum.

Students have the right to express their concerns regarding academic and non-academic issues. These issues may include, but are not limited to: course activities, clinical affiliation sites, discrimination, disruptive classroom behavior, harassment, or intimidation. Students are to convey their expressed concerns directly to the appropriate faculty member. If a student does not perceive a resolution of the issue, then they should contact the Program Director. Students are to submit a signed written statement addressed to the Program Director outlining the concern. Every attempt will be made to resolve the concern. If the concern is not related to the course grade and cannot be resolved, the students should review the Union County College Student Handbook for guidance.



UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



For concerns that are not addressed by existing College grievance/due process procedures such as those submitted by prospective students, clinical personnel, patients, general public or other stakeholders, the complainant will follow the PTA Non-Programmatic Concerns policy. The PTA Program Director is responsible for handling complaints that fall outside of due process. Complainants should complete and submit the Non-Programmatic Complaint Form which is located on the Program website to the Program Director. Arrangements will be made to discuss the complaint with the involved individuals. Documentation regarding the complaint, responses and any actions taken are maintained in a locked file in the Program office for 5 years. Complaints can be filed without fear of retribution. If complaint violates a College or Program policy, formal due process will be initiated.



**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



Non-Programmatic Concern Form

Date	
Name of Complainant	
Concern Details	
Suggestions	

Signature of Complainant

Date

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



Safety On/Off Campus

Please refer to the Union County College Student Handbook and booklets for policies on Public Safety. When students are required to attend off campus educational experiences to complement class room learning, an **Off-Campus Waiver** is required acknowledging the risk and responsibilities involved to ensure student safety. Student assumes responsibility and cost of emergency services in off-campus educational experiences. In the event of an emergency, the designated student emergency contact will be notified. Off campus educational experiences are observational only and use of any type of equipment at the facility is prohibited to ensure the safety of students, patients, instructor and facility staff.

Student Support Services

For information about various student services and resources including the Academic Learning Centers, library, financial aid, records and registration, student accounts, disability services, counseling support, etc, please go to <https://www.ucc.edu/campus-life/student-services/>

Student Records

The PTA Program maintains all student records and documents in the Program's locked file cabinet. Documents include by are not limited to: application, consents, releases, confidentiality agreement, health records, proof of insurance, criminal background checks and examinations. After graduation, the student's records will be moved to the PTA archive closet for 5 years then destroyed.

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



CAPTE ACCREDITATION

The Physical Therapist Assistant Program at Union County College received accreditation on November 17, 2010 to December 31, 2019 from the:

Commission on Accreditation in
Physical Therapy Education
American Physical Therapy Association
1111 North Fairfax Street
Alexandria, Virginia 22314
(703) 706-3245
email: accreditation@apta.org; website: <http://www.capteonline.org>.



Applicants may contact the Commission on Accreditation with inquiries regarding the Physical Therapist Assistant Program. If needing to contact the program directly, please call 908.791.4917 or email Kathleen.Wittrock@ucc.edu.

Formal Complaints to CAPTE:

CAPTE has a mechanism to consider formal complaints about physical therapy education programs (PT or PTA) that allege a program is not in compliance with one or more of CAPTE's [Evaluative Criteria](#) (for complaints about events occurring before December 31, 2015) or the Standards and Required Elements (for complaints addressing events occurring January 1, 2016 and thereafter) or has violated any of CAPTE's expectations related to academic integrity. CAPTE will consider two types of complaints: those that involve situations subject to formal institution/program due process policies and procedures and those that involve situations not subject to formal due process procedures:

- If the complainant is involved with an institution/program grievance subject to formal due process and procedure, CAPTE requires that the process be completed prior to initiating CAPTE's formal complaint process, unless the complaint includes an allegation that the institution/program process has not been handled in a timely manner as defined in the institution/program policy, in which case CAPTE will consider the complaint prior to completion of the grievance process. Evidence of completion of the institutional process or of the untimely handling of such must be included in the complaint materials.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



- If the complaint is related to situations that fall outside of formal due process policies and procedures, the complaint may be filed at any time.
- CAPTE will not consider complaints that fall outside its jurisdiction/authority as expressed in the Evaluative Criteria (or Standards and Elements, as appropriate) and the academic integrity statements. When appropriate, complainants will be referred to other organizations to pursue their concern(s).

CAPTE will not intervene on behalf of individuals or act as a court of appeal for faculty members or students in matters of admission, retention, appointment, promotion, or dismissal. CAPTE will take action only when it believes practices or conditions indicate the program may not be in compliance with the Evaluative Criteria for Accreditation (or the Standards and Required Elements, as appropriate) or the statements listed above.

In order for CAPTE to consider a formal complaint, several conditions must be met:

- The complaint must be specifically linked to the relevant Evaluative Criteria (or Standards and Elements, as appropriate) (PT or PTA) or to the integrity statements.
- The complainant must have exhausted all remedies available through the institution, if appropriate.
- The complaint must be submitted in writing, using the format prescribed by CAPTE, and must be signed by the complainant.
- The event(s) being complained about must have occurred at least in part within three (3) years of the date the complaint is filed.

In reviewing and acting on a complaint, CAPTE cannot and does not function as an arbitrator between the complaint and the institution. Should CAPTE find that a complaint has merit and that the program is out of compliance with the Evaluative Criteria (or the Standards and Elements, as appropriate) or the integrity statement(s), CAPTE can only require the program to come into compliance with the Evaluative Criteria (or the Standards and Elements, as appropriate). CAPTE cannot force a program into any specific resolution of the situation that resulted in the complaint.

To obtain the materials necessary for submitting a complaint, contact the APTA Accreditation Department at 703/706-3245 or at accreditation@apta.org.

Complaints will ordinarily be reviewed at the next meeting regularly scheduled CAPTE meeting. In order for the process to be completed in time for considered review by CAPTE, complaints must be received no later than ninety (90) days prior to a meeting. At its discretion, CAPTE may choose to consider complaints between its regularly scheduled meetings. Ordinarily, such consideration will occur only when delay in consideration of the complaint could have a serious adverse effect on either the complainant or the institution.

UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



PROGRAM OUTCOMES

Graduation Rates:

Graduation Rates	Percent
Class of 2016	53.1%
Class of 2017	59.4%
Class of 2018	78.7%

Licensure Rates: Ultimate Pass Rate

Licensure Rate	Percent
Class of 2016	100%
Class of 2017	100%
Class of 2018	TBD

Employment Rates: Based on available completed surveys

Employment Rate	Percent
Class of 2015	100%
Class of 2016	100%
Class of 2017	100%

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



PROGRAM TUITION

As per the 2018-2019 academic year, the approximate cost of the PTA program is \$2570.00/semester for full time in-county residency or \$5140.00/semester for full time out-of-county residency, excluding fees and textbooks. Contact the Financial Aid department for more information.

POLICIES, PROCEDURES, COSTS AND COURSES ARE SUBJECT TO CHANGE:The faculty reserves the right to revise the enclosed information and regulations at any time as necessitated by changes in program and/or institutional policies and procedures and/or in compliance with accreditation standards set forth by the Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association. Whenever changes occur, students will be notified via a Canvas notification. Failure to read this or other college publications does not excuse students from rules and regulations that are in effect. For the most current information, log onto <https://www.ucc.edu/academics/academic-divisions/division-of-allied-sciences/physical-therapist-assistant-program/> The Union County College *Student Handbook* is available online at <https://www.ucc.edu/campus-life/student-handbook/>

PROGRAM POLICY vs UNION COUNTY COLLEGE POLICY

The Physical Therapist Assistant Program (PTA), as a department of Union County College, adheres to the majority of the College's documented policies and procedures. There are instances, however, when the PTA Program has established its own policies and procedures in order to meet the special needs of the curriculum and accreditation standards which may supersede College policies. Students must be knowledgeable about their rights and responsibilities within the PTA Program and the College. Every student is advised to become familiar with the Physical Therapist Assistant Program Student Handbook & Clinical Handbook, Union County College Student Handbook, the Union County College Catalog and other college publications.

**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



RELEASE FORM

The Union County College Physical Therapist Assistant Program consists of two components, didactic (classroom learning) and clinical experiences. Upon completion of this program, a national examination is required for licensure.

In order to begin clinical experiences, it may be necessary for the student to have results submitted to a facility with regards to drug screening, HIV testing, criminal background, psychiatric illness and/or substance abuse, or academic concerns. Many of the affiliation sites require a copy of current information (no more than one year old). Students may be required to have two physical examinations completed by their own personal physician during the course of the program. Some facilities may require additional screening such as a more in depth drug screening and/or a two or three step Mantoux test for tuberculosis.

Students are required to make copies of these physical examination forms and submit them to clinical sites upon request. A copy of the documents are kept in a file at Union County College and will be submitted to the clinical site upon request if a student has failed to do so or if the student is unable to do so for any reason.

I have reviewed and understood the information above and give the Union County College administrators permission to release this information to the potential clinical affiliates.

Please Print

Student Signature

Date



**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



PHOTOGRAPHY AND VIDEOTAPE CONSENT

Periodically, the PTA Program at Union County College will utilize photography or videotaping of students, faculty and staff involved in classroom demonstrations. Students may also be videotaped during practical examinations if there is a question regarding student performance on a practical examination. It will be used for student feedback and/or student assessment review by other Physical Therapy professionals. Students enrolled in the PTA Program consent to being filmed and understand that the film and images remain the property of the PTA Program. In the case of student's being filmed during examinations, the images will be kept confidential.

Please Print

Student Signature

Date



**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



INFORMED CONSENT

I understand that the PTA Program will include academic, laboratory, clinical practice which will include direct contact with peers and patients with a variety of illnesses and diseases. I therefore understand that I may be exposed to these illnesses and diseases.

Additionally, laboratory courses will require considerable physical exertion, as when transferring student partner or in exercise training. Certain examination and treatment procedures can cause mild irritation and/or injury of known or unknown neuro-musculoskeletal conditions of the student examiner or model.

I fully recognize the dangers and hazards inherent in the health care field which may be present during my participation in the Program. I hereby agree to assume all the risks and responsibilities associated with my participation.

I agree to hold harmless, indemnify, release and discharge Union County College and all of its officers, agents and employees from and against all claims, demands and actions on account of damage to personal property, personal injury, disease or death which may results to me from my participation in this program.

Please Print

Student Signature

Date



**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



FITNESS FOR DUTY CONTRACT

The Union County College Physical Therapist Assistant Program has a Fitness for Duty Policy. This policy is concerned with performance problems related to impairment and documentation of the same. Students are required to adhere to this Policy; noncompliance with the Policy will result in a diagnostic evaluation including supervised blood alcohol levels, urine studies, referral for treatment, and may result in dismissal from the Physical Therapist Assistant Program.

Please Print

Student Signature

Date



UNION COUNTY COLLEGE

DIVISION OF ALLIED SCIENCES

PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK



PRIVACY AND CONFIDENTIALITY AGREEMENT

The Health Insurance Portability and Accountability Act (HIPAA) is a set of federal rules that defines what information is protected, sets limits on how that information may be used or shared, and provides patients with certain rights regarding their information. I understand that it is my responsibility to become familiar with federal and state laws regarding confidentiality as it is applicable to my responsibility as a student.

These rules protect information that is collected or maintained, (verbally, in paper, or electronic format) that can be linked back to an individual patient and is related to his or her health, the provision of health care services, or the payment for health care services. This includes, but is not limited to, clinical information, billing and financial information, and demographic/scheduling information. Any use or disclosure of protected information requires written authorization from the patient.

Any patient information you see or hear, directly or indirectly, must be kept confidential when attending your clinical education rotations to include but not limited to: charts and other paper and electronic records, demographic information, conversations, admission/discharge dates, names of attending physicians, patient financial information.

I understand and agree to the following:

- I will access, use, and disclose such information as described within my scope of practice as a Physical Therapist Assistant Student.
- I understand that any fraudulent application, violation of confidentiality or any violation of the above provisions will result in the termination of my privilege to observe and participate in the PTA Program's clinical education rotations and I may be subject to legal liability as well.
- My signature below indicates that I have read, accept, and agree to abide by all of the terms and conditions of this Agreement and agree to be bound by it.

Please Print

Student Signature

Date



**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



EXAMINATION CONFIDENTIALITY AGREEMENT

I understand that the contents of all examinations are confidential. I agree that I will not share any information related to any examination nor will I receive any information related to examinations from any individual. Any violation of the examination confidentiality may result in dismissal from the Physical Therapist Assistant Program.

Please Print

Student Signature

Date



**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



STUDENT REQUEST FOR TEST QUESTION REVIEW

If a student wishes to challenge a particular test item, the student must contact the faculty within 24 hours after the test to arrange a meeting. At the time of this meeting, the student must present written documentation regarding the test item from a required course textbook.

STUDENT NAME _____

COURSE _____

TEST _____

Test Question# _____

Rationale from textbook:

STUDENT SIGNATURE **DATE**



**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



STATEMENT OF UNDERSTANDING

I am in receipt of the *Physical Therapist Assistant Program Handbook*. I understand that I will be held accountable for all program policies and procedures. I further understand that I will be informed when policies and procedures are updated or changed.

I understand that clinical affiliates require current First Aid/CPR certification for the Healthcare Provider, complete up-to-date health records, criminal background check and drug testing in order to participate in the clinical practice experience.

I also understand that working during the clinical phase of the Physical Therapist Assistant Program is not recommended and may lead to dismissal due to poor academic performance.

Please Print

Student Signature

Date



**UNION COUNTY COLLEGE
DIVISION OF ALLIED SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM
STUDENT HANDBOOK**



PTA STUDENT HANDBOOK WAIVER

I hereby certify that I have read and understood the contents of each page of PTA Student Handbook; that I am familiar with the contents of this document; and that I fully understand and agree to its terms and provisions. Any questions that I have about the Physical Therapist Assistant Program and the contents of the Physical Therapist Assistant Student Handbook have been fully explained to my satisfaction.

Please Print

Student Signature

Date