NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Physical Therapist Assistant Program

Student Handbook 2026-2027

Accreditation Statements

College Accreditation Status
Northwest Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts degree, the Associate of Applied Science degree, and certificates in career education. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033-4097, or call (404) 679-4500 for questions about the accreditation of Northwest Mississippi Community College. The College was initially accredited by the Mississippi Junior College Accrediting Association in 1928 and by the Southern Association of Colleges and Schools in December 1953. The latest reaffirmation of the SACSCOC accreditation was in 2017. Northwest is authorized to operate in Mississippi by the Mississippi Commission on College Accreditation. The college is also a member of the American Association of Community Colleges.

Program Accreditation Status
Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) American Physical Therapy Association, 3030 Potomac Ave., Suite 100 Alexandria, VA 22305-3085; phone (703) 706-3245; **accreditation@apta.org** is necessary for eligibility to sit for the licensure examination, which is required in all states.

Commission on Accreditation in Physical Therapy Education (CAPTE)
The Physical Therapist Assistant Program at Northwest Mississippi Community 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; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 662-562-3247 or email ballen@northwestms.edu.

The Faculty of the Physical Therapist Assistant Program at Northwest Mississippi Community College Welcomes You!

Welcome to the Physical Therapist Assistant Program at NWCC in the School of Health Sciences. As a career, the profession of physical therapy is often described as both challenging and rewarding. We are so excited that you have chosen the PTA Program at NWCC to help you meet these challenges and rewards. While congratulations are in line for your acceptance into the program, your journey has just begun. In the next two years, you will be challenged both physically and emotionally to become the best physical therapist assistant you can be. There will be ups and downs for both students and faculty. The faculty here at NWCC want you to know that we are here to help you in each step of the process. This Student Handbook has been developed to provide you with a framework and basic information you will need to be successful in this program. You will also need to become familiar with the Student Policies and Procedures as well as the Clinical Education Handbook. All documents have been provided for you at orientation and can also be accessed at our website (https://www.northwestms.edu/programs/career-technical/technical-programs/physical-therapy-assistant). We encourage you to contact us if you have any questions, concerns, or difficulties that are interfering with your performance in the program as we wish you nothing but success. We also would appreciate your feedback as we continually work to develop and improve the PTA program here at Northwest Mississippi Community College.

If you have any questions or concerns, please do not hesitate to contact us.

Barton Allen, PT, DPT
Director of Physical Therapist Assistant Program
4975 Highway 51 North, Senatobia, MS 38668
(662) 562-3247
ballen@northwestms.edu
Gary Lee Spears Health Science Building, Office 435

Casey Saturday, PTA
Director of Clinical Education for Physical Therapist Assistant Program
4975 Highway 51 North, Senatobia, MS 38668
(662) 562-3501
csaturday@northwestms.edu
Gary Lee Spears Health Science Building, Office 433

TABLE OF CONTENTS

I. Academic Information and Standards

1.1 Institutional History and Accreditation……..7
1.2 Program Summary……8
1.3 Statement of Nondiscrimination……...8
1.4 Mission Statement……..……8
1.5 Program Goals……11
1.6 Program Curriculum……..12
1.7 PTA Course Descriptions……13
1.8 Acknowledgement of Program and College Policies & Procedures..15
1.9 Course Grading……..15
1.10 Criteria for PTA Program Probation and Dismissal……...16
1.11 Disciplinary Procedure – Sequence for Behavioral Reasons……...16
1.12 Drug and Alcohol Policy and Procedure……..17
1.13 Plagiarism and Cheating/Academic Honesty……..…17
1.14 Satisfactory Academic Progress……..18
1.15 Readiness for Clinical Experiences……19
1.16 Academic Grievance/Petitions……..……..19
1.17 Withdrawal……..…...20
1.18 Conditions for Readmission to the PTA Program……..21
1.19 Graduation Criteria……....22
1.20 Transfer into PTA Program……...22
1.21 Audit……..22
1.22 Licensure……....23
1.23 Career Information……..……....23
1.24 Off-Campus Trips……..……..…23
1.25 Student Retention……..……...23
1.26 Program Costs……23
1.27 Tuition and SHS Fees……25

II. Facilities and Services

2.1 Clinical Laboratory…..……..…….25
2.2 Lecture Rooms…….....25
2.3 Storage……26
2.4 Computer Labs……..……26
2.5 Study Areas……..26
2.6 Student Records and Exam Copies……..…….26
2.7 Career Tech……..…26
2.8 Disability and Support Services……..……..…27
2.9 Student Services…….……...27
2.10 Student Development Center……27
2.11 Library……....27
2.12 Computer Use……...29
2.13 Resources – Written and Audiovisual……..29
2.14 Disability Reference Information……..…30
2.15 Equipment……..30

III. Program Policies and Procedures

3.1 Professional Behaviors……..…31
3.2 Dress Code and Appearance Policy……....31
3.3 Food and Beverages……..…34
3.4 Attendance Policy……..…34

3.5 Rescheduling of Classes……..36
3.6 Lab Protocol……..36
3.7 Program Safety and Security……..……36
3.8 Skill Checks……..……37
3.9 Practical Exams……..…38
3.10 Insurance……....38
3.11 Immunizations and Health Screening……...38
3.12 PTA Program Equipment Testing……....39
3.13 Personal Property and Valuables……40
3.14 Medical Emergency in the Classroom……..…40
3.15 Financial Aid……40
3.16 Confidentiality/Data Privacy……..40
3.17 Standard Precautions……..41
3.18 OSHA Regulations……..41
3.19 Laundry Usage……41
3.20 Electronic Devices……...41
3.21 Informed Consent……42
3.22 Photography/Videotaping……...42
3.23 Background Checks..……....42
3.24 Lab Infection Control……...42
3.25 Social Media and Communication Policy……43
3.26 Fundraising Policy……....43
3.27 Statement of Authority……..…43
3.28 Student Occurrence Report……....43
3.29 Covid-19……..…45
3.30 Pregnancy Policy……..45
3.31 Needle Stick and Body Fluid Exposure Policy……..…45
3.32 Clinical and Laboratory Requirements……..…45
3.33 Professional Student Conduct…….....46
3.34 Student Organization……46
3.35 Work Policy While Enrolled in PTA Program……47

Appendix

APTA Code of Ethical Conduct for the Physical Therapist Assistant ..…49
Professional Behaviors Assessment Tool……52
Essential Functions of the PTA Student……..59
Essential Functions Verification Form……..61
Videotape/Photograph Consent……...…62
PTA Program Student Handbook Agreement……..…63
Handbook Acknowledgement Form ……..……..……..64
Student Statement of Understanding and Release…….……..……..65
Hepatitis B Vaccine Waiver……67
Off Campus Trip Form……..68
Student Occurrence Report……69
Student Health Record……..71
Drug/Alcohol Screen Release……74
Influenza Vaccination Acknowledgement and Exemption Form Request..75
Waiver of Liability……78
Application for Readmission……..80

I. Program Information

1.1 Institutional History

Northwest Mississippi Community College has its roots in the system of agricultural schools which were set up throughout this rural state in the early years of the 20th century. First organized as Tate County Agricultural High School in 1915, the school began to offer college level classes in the fall of 1926. With encouragement from the State Department of Education and leadership from Porter Walker Berry, who became the college's first president, this initial endeavor proved to be successful. Two years later Quitman County pledged its support for the expanded class offerings. Meanwhile the Mississippi Junior College Commission urged school officials to convert the established classes into a complete two-year program. As a result, in the fall of 1928 a fully-sanctioned junior college, later named Northwest Mississippi Junior College and accredited by the Mississippi Junior College Accrediting Association, opened its doors to 59 students.

Like all public institutions Northwest has been influenced by the political and economic climate in the state. When the Great Depression struck Mississippi with particular virulence, students were allowed to pay for their board by donating garden and farm products to the dining hall, while the government's public works program provided funds to supplement the school's budget. During World War II an accelerated program was introduced to allow young men to complete their educations quickly so that they could join the war effort. As returning veterans enrolled in large numbers after the war, the curriculum was expanded to fit their needs, and new buildings were constructed from government surplus materials.

Throughout this time the course offerings, the physical facilities, and the extracurricular activities of the school were growing. By the end of its third decade of operation the curriculum had expanded from a basic program of liberal arts and agriculture to include science, art, and journalism in addition to a variety of vocational technical courses. The original three buildings had been supplemented with a cafeteria, additional dormitory and classroom space, sports and recreational facilities, and acreage for a model farm. In 1953 the Southern Association of Colleges and Schools commended Northwest as a "bargain in educational facilities" and granted the college its coveted accreditation. During the next few years the college continued to prove that it deserved this honor by broadening its capacity to serve the needs of the 11-county district it had grown to encompass. A bus route began to provide free transportation for commuters, while night classes and off-campus courses offered extended educational services. Recent innovations include accelerated classes and non-traditional scheduling to accommodate adults, as well as short non-credit courses of interest to all ages. Northwest's first distance learning programs were offered on the Internet in the spring of 1999.

Today Northwest serves students at four campuses: the main campus in Senatobia, DeSoto Center at Southaven and Olive Branch, and Lafayette-Yalobusha Technical Center at Oxford. Yet after nine decades of growth and in the school's ninth administration, the mission of Northwest remains true to the

vision of its founders. Northwest strives today, as it did in 1926, to bring higher education closer to the people as it serves the academic, employment, physical, cultural, and special needs of the citizens of northwest Mississippi.

1.2 Program Summary:

The Physical Therapist Assistant (PTA) Program at Northwest Mississippi Community College is a two-year program (1+1) involving six semesters in total, including two summer semesters. Graduates will receive the degree of Associate in Applied Science in Physical Therapist Assistant. The Program curriculum includes courses in general education and basic science as well as technical physical therapy coursework. The program places a strong emphasis on integrating clinical education experiences within the technical portion the curriculum. Students will be introduced to direct patient care through an integrated, initial clinical education experience in the fourth semester and an integrated, full-time clinical education experience in the penultimate semester, followed by two, terminal, full-time clinical education experiences in the final semester.

1.3 Statement of Nondiscrimination:

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973: Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address mkelsay@northwestms.edu; Title II of the Age Discrimination Act: Vice President for Finance and Administration, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address jhorton@northwestms.edu; Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: Associate Vice President for Student Services and Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409, e-mail address trush@northwestms.edu.

1.4 Northwest Community College Mission Statement & Values:

As part of this strategic planning process in 2018, and with new leadership at the college, the NWCC mission statement was revised to streamline the mission and add a vision and values. The new vision, mission, and values for NWCC are as follows.

Vision:

Northwest Mississippi Community College transforms our students' lives, enriches our communities, and strives for excellence in our educational programs and services.

Mission:
Northwest Mississippi Community College is an open-access, public, two-year institution primarily serving Benton, Calhoun, DeSoto, Lafayette, Marshall, Panola, Quitman, Tallahatchie, Tate, Tunica, and Yalobusha counties. NWCC is a learning-centered community providing educational opportunities with quality instruction for students from all walks of life. Our college fosters a culture of innovation, collaboration, and student success. We strive for continuous - *improvement, with a standard of excellence in every area of the institution. Our college partners with businesses and industries that seek to grow the economy and the workforce, as well as partners with alumni, friends, and others. Engagement takes place in all communities that the college serves.

Values:

- *Accountability* – Accepting responsibility for appropriate actions, obligations, and duties.
- *Integrity* – Committing to honesty and ethical behavior in all situations.
- *Excellence* – Achieving the highest standards as benchmarks to surpass.
- *Respect* – A feeling of esteem or regard for the unique qualities of all individuals.
- *Service* – Helping others without the desire for personal gain.
- *Sustainability* – Ensuring effective, efficient use of college resources while implementing fiscally sound practices and environmentally sustainable initiatives that can be modeled.
- *Accessibility* – Providing affordable and available opportunities for all.
- *Creativity* – Being innovative in accomplishing objectives.
- *Leadership* – Influencing others positively.

NWCC School of Health Science Mission:
NWCC School of Health Sciences provides excellence in academic instruction, instills proficient and safe clinical practices in students, and meets the community needs in which they serve. The collaborative effort of the SHS develops students with a knowledge base including cultural competence and continued advancement through service, professionalism, excellence, and leadership.

PTA Mission Statement:
The Northwest Mississippi Community College Physical Therapist Assistant program provides a comprehensive and contemporary curriculum in a high-quality learning-centered environment to prepare graduates to practice as entry level physical therapist assistants able to work under the direction and supervision of a physical therapist. Graduates will serve the college region and beyond by providing culturally competent healthcare services while understanding the importance of lifelong learning and professionalism.

CORE VALUES

Accountability
Accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of the physical therapist and physical therapist assistant including self-regulation and other behaviors that positively influence patient and client outcomes, the profession, and the health needs of society.

Altruism
Altruism is the primary regard for or devotion to the interest of patients and clients, thus assuming the responsibility of placing the needs of patients and clients ahead of the physical therapist's or physical therapist assistant's self-interest.

Collaboration
Collaboration is working together with patients and clients, families, communities, and professionals in health and other fields to achieve shared goals. Collaboration within the physical therapist-physical therapist assistant team is working together, within each partner's respective role, to achieve optimal physical therapist services and outcomes for patients and clients.

Compassion and Caring
Compassion is the desire to identify with or sense something of another's experience, a precursor of caring. Caring is the concern, empathy, and consideration for the needs and values of others.

Duty
Duty is the commitment to meeting one's obligations to provide effective physical therapist services to patients and clients, to serve the profession, and to positively influence the health of society.

Excellence
Excellence in the provision of physical therapist services occurs when the physical therapist and physical therapist assistant consistently use current knowledge and skills while understanding personal limits, integrate the patient or client perspective, embrace advancement, and challenge mediocrity.

Inclusion
Inclusion occurs when the physical therapist and physical therapist assistant create a welcoming and equitable environment for all. Physical therapists and physical therapist assistants are inclusive when they commit to providing a safe space, elevating diverse and minority voices, acknowledging personal biases that may impact patient care, and taking a position of anti-discrimination.

Integrity
Integrity is steadfast adherence to high ethical principles or standards, being truthful, ensuring fairness, following through on commitments, and verbalizing to others the rationale for actions.

Social Responsibility
Social responsibility is the promotion of a mutual trust between the profession

and the larger public that necessitates responding to societal needs for health and wellness.

1.5 Program Goals

Goal 1. Program graduates will serve the community by working as competent, entry-level physical therapist assistants able to work under the direction and supervision of a physical therapist

Goal 2. Program faculty will provide a high-quality learning-centered environment and a comprehensive curriculum based on contemporary physical therapy practice

Goal 3. The program will promote the importance of continuing personal and professional development through faculty modeling, life-long learning opportunities and membership in professional organizations.

Goal 4. PTA Program graduates will communicate effectively and professionally in a culturally competent manner with patients and caregivers from diverse backgrounds

PHYSICAL THERAPIST ASSISTANT
1.6 CURRICULUM AND PROJECTED SCHEDULE (Subject to change)

FIRST YEAR

FALL	SPRING
3 sch Medical Terminology I (BOT 1613)	3 sch Humanities/Fine Arts Elective
3 sch English Composition I (ENG 1113)	3 sch Personal and Community Health (HPR 1213)
4 sch Anatomy & Physiology I/Lab (BIO 2513/2511)	4 sch Anatomy and Physiology/Lab II (BIO 2523/2521)
3 sch Public Speaking (SPT 1113)	3 sch College Algebra (MAT 1313)
3 sch Psychology (PSY 1513)	3 sch Medical Terminology II (BOT 1623)
TOTAL 16 sch	TOTAL 16 sch

FIRST SUMMER TERM

3 sch Fundamental Concepts of Physical Therapy (PTA 1123)
3 sch Fundamental Skills for Physical Therapist Assistants (PTA 1213)

TOTAL 6 sch

SECOND YEAR

FALL	SPRING
4 sch Kinesiology (PTA 1314)	4 sch Electrotherapy (PTA 2234)
4 sch Biophysical Agents (PTA 1224)	4 sch Therapeutic Exercise and Rehabilitation II (PTA 2334)
4 sch Therapeutic Exercise and Rehabilitation I (PTA 1324)	3 sch Medical Conditions and Related Pathology (PTA 2513)
4 sch Clinical Education I (PTA 2414)	4 sch Clinical Education II (PTA 2424)
TOTAL 16 sch	TOTAL 15 sch

SECOND SUMMER TERM

3 sch Physical Therapy Seminar (PTA 2523)
7 sch Terminal Clinical Education (PTA 2457)
TOTAL 10 sch

1.7 Course Descriptions

PTA 1123, Fundamental Concepts of Physical Therapy

This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, legal and ethical implications, and legislation. Historical patterns in the development of the profession will be explored and medical terminology introduced.

PTA 1213, Fundamental Skills for Physical Therapist Assistants

This course provides knowledge of topics utilized in the practice of physical therapy. Topics covered will include positioning, draping, transfers, body mechanics, gait training, and standard precautions. Vital signs, first aid, and emergency techniques will also be covered.

PTA 1224, Biophysical Agents

This course is an introduction to the theory and practical application of hydrotherapy, thermotherapy, cryotherapy, light therapy, and mechanotherapy. Emphasis will be placed on the technique of application, indications, and contraindications of modalities.

PTA 1314, Kinesiology

This course studies individual muscles and muscle function, biomechanical principles of joint motion, gait analysis, goniometry, and postural assessment.

PTA 1324, Therapeutic Exercise and Rehabilitation

This course provides an overview of the biochemical and neurophysiological basis and application of various therapeutic exercises. The basics of therapeutic exercises as correlated with specific conditions. This course focuses on rehabilitation techniques in the treatment of a variety of selected conditions. Specialized exercise procedures are emphasized.

PTA 2234, Electrotherapy

This course emphasizes theory and practical application of electrotherapy and other therapeutic procedures. Indications and contraindications of modalities are also discussed.

PTA 2334, Therapeutic Exercise and Rehabilitation II

This course presents theory, principles and techniques of therapeutic exercise and rehabilitation for primary neurological conditions. Methods of functional, motor, and sensory assessment and intervention techniques are included. Principles of prosthetics and orthotics functional training and other techniques are covered.

PTA 2414, Clinical Education I

This course provides an opportunity for either a full-time or part-time integrated learning experience which includes supervised clinical experiences in demonstrating the attributes and applying the skills which prepare students for entry into the Physical Therapy profession.

PTA 2424, Clinical Education II

This course provides an opportunity for either a full-time or part-time integrated learning experience which includes supervised clinical experiences in demonstrating the attributes and applying the skills which prepare students for entry into the Physical Therapy profession.

PTA 2457, Terminal Clinical Education

This course provides an opportunity for terminal, full-time learning experience which includes supervised clinical experiences in demonstrating the attributes and applying the skills which prepare students for entry into the Physical Therapy profession.

PTA 2513, Medical Conditions and Related Pathology

This course provides a basic knowledge of selected diseases and conditions encountered in physical therapy practice. Emphasis is etiology, pathology, and clinical picture of diseases studied. Various physical therapy procedures in each disability are discussed.

PTA 2523, Physical Therapy Seminar

This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Students are directed to explore a topic or area of interest in physical therapy practice. Recognition of the importance of employability skills after graduation is included.

1.8 Acknowledgement of Program and College Policies and Procedures

The PTA program abides by Northwest Mississippi Community College policies. These policies can be found in the NWCC Bulletin. Many, but not all, of these policies can also be found in the Physical Therapist Assistant Program Student Handbook. Students are expected to have a working knowledge of the content of the NWCC PTA Program Student Handbook, which is provided annually at the start of the fall semester. After reviewing the Student Handbook, students will sign and date the "**Student Handbook Acknowledgment Form**", which is an agreement where the student states they understand the content of the handbook and agree to abide by the policies and procedures set forth during their tenure as a Physical Therapist Assistant student.

The PTA Program Student Handbook is reviewed and revised annually by program faculty. To ensure all program policies are consistent with those of the College, the manual is reviewed annually by the Dean of Students. Program faculty will consider input for manual revisions from students, college

administration, PTA program advisory committee members, and college staff. When changes are made after the initial publication of each year's Student Handbook, PTA Program students and NWCC administration will be notified of the updates. The manual available on the program website will also be updated.

1.9 Course Grading

All lecture/lab and clinical education courses must be taken in sequence. A minimum grade of "C" is required in all general education and technical courses within the PTA Program Curriculum with the exception of "B" or higher in Anatomy & Physiology I/II Lecture and Lab is REQUIRED to remain in the program. In order to ensure appropriate knowledge and understanding of all material covered, each student must achieve an average passing score on Lecture exams to pass the class.

Academic courses will utilize the following grading scale:

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 59 or below

Technical PTA courses will follow the PTA Grading Scale utilized by the PTA Program:
(applicable for all PTA courses, excluding Clinical Education Courses)

A: 93-100
B: 85-92
C: 78-84
F: 77 or below

For each PTA technical course, students must average a minimum of 78% or "C" to successfully pass the course.

For the three clinical education courses within the program curriculum, pass (P) or fail (F) grades are given. Please refer to the Clinical Education Handbook regarding grading for these courses. All course assignments must be turned in on time and must be college-level work. Faculty have the right to not accept late assignments, and/or deduct points for late or unacceptable work per course syllabi.

1.10 Criteria for PTA Program Probation and Dismissal

A student enrolled in the PTA Program who does not meet the following criteria will be placed on program probation and subject to dismissal:
1. Individuals not meeting the satisfactory academic progress established by the College as written in NWCC Satisfactory Academic Progress Policy (found in the NWCC Bulletin) and also within the Satisfactory Academic Progress policy as set forth in this handbook on page 18.
2. The instructor may place a student on probation if the student attendance has not met the program attendance policy outlined on pages 34-35.

3. The student disciplinary procedure will be initiated due to substandard, unethical, or inappropriate conduct at the discretion of the PTA Program Director in consultation with the PTA Program faculty. Program probation or dismissal may result for any of the following reasons:

a. Possession or use of alcohol or any mood-altering chemical on the premises of NWCC or clinical education sites. This includes attending class or clinical education while intoxicated.
b. Unexcused and/or excessive absenteeism and/or falsification of sick time. Please refer to the attendance policy on page 34-35 of this manual.
c. Grossly unethical or unprofessional behavior
d. Gross carelessness in regard to safety of patients or colleagues
e. Dishonesty, cheating, plagiarism, or theft.
f. Release of confidential information regarding patients, and/or clinical education site personnel or activities

4. Because the Professional Behaviors reflect behaviors necessary for success as a physical therapist assistant in the clinical environment, failure to demonstrate progress in the Professional Behaviors, or failure to meet the specific behavior levels by the defined target dates (page 31) will result in program probation or dismissal.
5. With consideration of probation within the PTA program, a student may have the probationary status removed at the end of the respective semester as long as they have met all program benchmarks and professional behavior requirements.

1.11 Disciplinary Procedure – Sequence for Behavioral Reasons

1. Upon determination of a student's inappropriate conduct, the involved faculty member will meet with the student to discuss the inappropriate conduct. An oral warning, concerning the inappropriate behavior, will be given to the student with a written record placed in the student's program file.
2. If the student's conduct or behavior does not improve, the faculty member will consult a second time with the student. Written documentation will detail specific actions needed for performance improvement with a deadline date. This documentation will be placed in the student's file and submitted to the Dean of Health Sciences.
3. Failure to achieve satisfactory performance, by the stated deadline, will result in probation or dismissal from the PTA program. Student disciplinary actions will be consistent with those outlined in the NWCC Bulletin.

1.12 Drug and Alcohol Policy and Procedure

School of Health Sciences students are expected to be free of any chemical impairment. Possession and/or use of any illegal drug and/or unprescribed controlled substances, inhalants and/or possession or use of any alcoholic beverages is strictly prohibited in the classroom, laboratory and clinical setting at any time. All students are subject to required drug screening for entrance into the School of Health Sciences programs. By accepting a seat in the program, the student understands drug screening may be performed at any given time. The student is responsible for the cost of the drug screen and will be dismissed from the program if a positive result occurs.

The School of Health Sciences may perform drug testing for the following reasons:

- Clinical requirement
- Neutral Selection (Random) testing mechanism to select students for a drug test that results in the equal probability that any student from a group of subjects will be selected
- Reasonable Suspicion Testing for drug and alcohol testing based in a belief that a student is using or has used drugs in violation of the School of Health Sciences or NWCC policies. This may be based on an observable phenomenon, such as direct observation of drug use and/or the physical symptoms of manifestations of being under the influence of a drug or alcohol in the classroom, laboratory or the clinical setting.

1.13 Plagiarism and Cheating/Academic Honesty:

The PTA Program abides with the NWCC SHS Academic Integrity Requirement policy as follows:

All work products created or produced using the College's resources, facilities, or time are considered to be the property of Northwest Mississippi Community College. Products developed on personal time using personal resources shall be deemed the property of the individual. All revenue derived from college-owned products is unrestricted for institutional budgeting purposes, while any revenue gained from individually-owned work products is discretionary for the developer. This policy is applicable to all faculty, staff, and students.

The purpose of the Academic Integrity Requirement Policy is to develop ethical behaviors and high professional standards of honesty and dependability in all matters. All School of Health Sciences (SHS) students are expected to demonstrate the highest levels of academic integrity. SHS students are engaged in an educational process whose ultimate goal is to promote public health, client safety, and respect for human dignity; therefore, the student and faculty share the obligation to uphold the academic integrity of every School of Health Sciences program.

A disregard for academic integrity may be seen through acts of:

• Plagiarism – the use of ideas, opinions, examples, keywords, phrases, sentences, or paragraphs from another person's work without proper acknowledgment.

• Cheating includes, but is not limited to:

- Attempting to obtain pre-knowledge content of an exam.
- Copying and/or providing another's work.
- Working in a group when told to work individually.
- Using unauthorized reference material in an exam.
- Having someone else take an exam.
- Having someone else complete the work.
- Using a student's secure username/password and/or providing another student with a username/password.
- Falsifying documentation (clinical time, client reports, medications, etc.).
- Leaving the testing site and referring to any resources (written or online) while taking the exam.
- Collaborating with others on assignments unless allowed by the instructor.
- Submitting the same paper or another assignment to more than one course without the approval of all instructors involved.

- Sharing or accepting class notes from other students.

A student who has violated the Academic Integrity Requirement policy will receive a critical incident and a grade of zero (0) on the assignment or test. If a student violates the Academic Integrity Requirement Policy a second time, the student will receive additional disciplinary actions according to the program policy. Students who wish to appeal the Academic Integrity Requirement Policy can follow the steps found NWCC Bulletin.

Plagiarism and cheating in any form are subject to disciplinary action, including but not limited to a failing grade for the test or assignment, a failing grade for the course, and/or probation from the PTA Program.

1.14 Satisfactory Academic Progress

Standards of academic progress are established to require students to progress satisfactorily and timely towards the completion of their degree. Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with their advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

All PTA Program general education and technical courses must be completed with a grade of “C” or higher (or “pass” for pass/no credit courses) with the exception of “B” or higher in Anatomy & Physiology I/II Lecture and Lab to remain in the program. If students do not obtain a minimum grade of “C” in any course within the PTA Program curriculum (exclusions as above), the student will be dismissed from the program.

In order to ensure appropriate knowledge and understanding of all material covered, each student must achieve an average passing score (78%) on Lecture exams to pass the class. If a student fails a written exam, the student will be allowed one attempt at a remediation exam which will cover the same information but different exam. If a student obtains a score above 78% on a re-taken lecture examination, a maximum score of 78% will be used for final grade calculation. Students will not be offered an opportunity for a re-take for the final exam. If a student fails the initial written exam, the student will be placed on probation. If a student is unable to pass the exam on both attempts, the student will be subject to dismissal from the program.
Students must achieve a minimum of a 78% competency on each lab practical examination within a course in order to achieve a passing grade in that course. The student MUST pass each skill check within a course to pass each class. Failure of any safety-related criteria will result in a re-take of some or all parts of the practical examination, as determined by the instructor. Students must successfully pass the retake within 1 academic week of receiving notification of their original practical examination score. If a student obtains a score above 78% on a re-taken practical examination, a maximum score of 78% will be used for final grade calculation. Students will be allowed a maximum of two re-takes for a failed practical examination. For each PTA technical course, students must average a minimum of 78% or “C” to successfully pass the course. Not having the related skill checks completed prior to the scheduled practical exam will result in a failed 1st attempt at the practical examination. A student is allowed to be on

PTA program probation a maximum of two times while enrolled in the PTA program. A student will be dismissed from the program if they are placed on PTA program probation a third time.

Because the Professional Behaviors reflect behaviors necessary for success as a physical therapist assistant in the clinical environment, failure to demonstrate progress in the Professional Behaviors, or failure to meet the specific behavior levels by the defined target dates (outlined in section 3.1) will result in program probation or dismissal.

1.15 Readiness for Clinical Experiences

The DCE in consultation with other PTA program faculty will assess each student's readiness prior to each clinical experience. The student will either be placed or not be placed in the clinic based on this assessment. Considerations will include, but not be limited to the following areas:

1. Skill competency demonstrated on practical exams
2. Professional Behaviors status
3. Prior or current probationary status
4. Clinical evaluations and performance from completed affiliations
5. Ability to perform in a safe manner

An important aspect of this readiness assessment is determining if the student is safe for clinical practice. Safety in regards to patient care is a priority of this program. In order to ensure that the student will be able to perform in a safe manner that minimizes risk to patient, self, and others, the PTA faculty will consider all of the areas listed above. In addition, all practical exams will be monitored in regards to safety criteria, including retakes. The student will be notified in writing if they are placed on program probation or if they are denied a clinical placement.

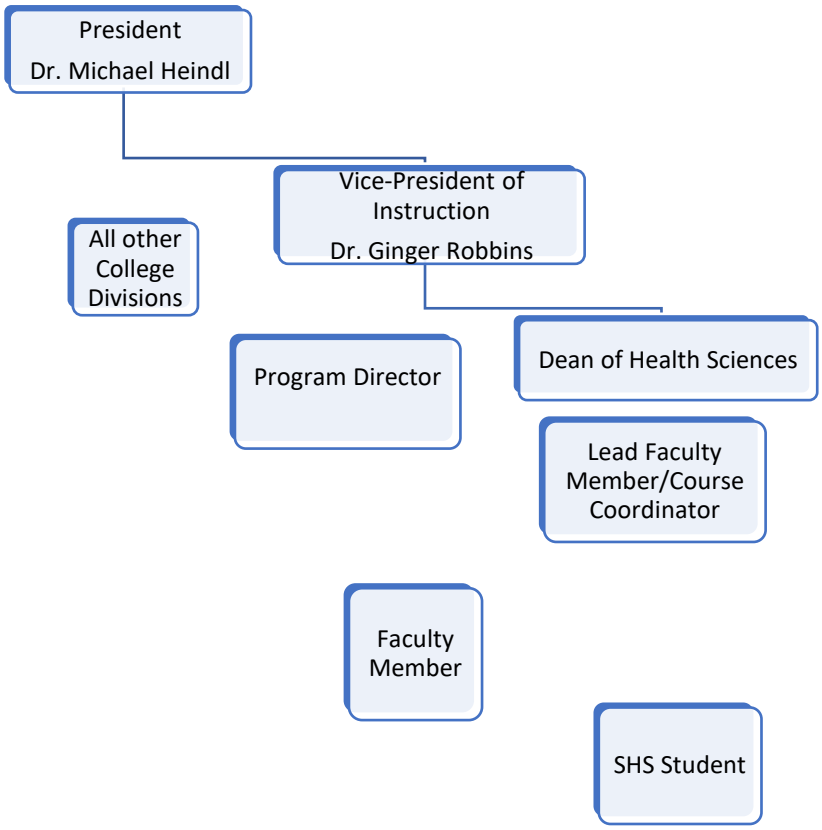
1.16 Academic Grievance/Petitions

Title IV of the Civil Right Act of 1964, Title IX of the Educational Amendments of 1972 and Section504 of the Rehabilitation Act of 1973 as well as NWCC policies prohibit intuitional discrimination against students on the basis of race, sex, color, creed, national origin or disability, Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admissions, financial assistance, residence hall assignment, disciplinary actions or other campus matters may seek to resolve them in the following manner. Students are to follow the steps as located in the NWCC Bulletin.
Occasionally, students may have concerns or issues they wish to address while enrolled in a School of Health Science Program. Following the proper procedure is required for optimal outcomes and achievements. When a student does not follow the proper policy procedure, it not only jeopardizes the student's due process; but it negatively influences the perception of the student's behavior in regards to professionalism, excellence, and accountability. Following the chain of command is critical as well as the appeal procedures. Students who do not follow the chain of command will not receive an expeditious process over someone who has executed the steps appropriately.

Please follow the policies located in the School of Health Science Handbook for the following items:

1. Grade Appeal (p.6-7)
2. Final Grade (p.6-7)
3. Plagiarism/Cheating Appeal (p.8-10)
4. Absence (p.10)

INSTRUCTIONAL ORGANIZATIONAL CHART



1.17 Withdrawal from School

Students considering withdrawal from the program should discuss the matter with the PTA Program Director and/or their academic advisor. Students need to follow NWCC policies and procedures regarding program and course withdrawal, which can be found in the NWCC Bulletin, Withdrawal from School.
A student who finds it necessary to withdraw from school for any reason should do so properly. The proper withdrawal procedure is as follows:

1. Students are to pick up the withdrawal form from the Student Development Center on the Senatobia campus or the Academic or Career-Technical counselor's office at the Centers, where the student will be instructed as to the proper withdrawal procedure.
2. After obtaining the required signatures, the student turns the withdrawal form in to the Center Dean or if withdrawing from the Senatobia campus, to the cashier in the Business Office. The cashier will sign the form and turn it in to the Office of Admissions and Records.
3. Refund of any payment due will be made at the Business Office. A student who properly and officially withdraws will receive a grade of "W" (official withdrawal) in all classes. Withdrawal must be made prior to exam week. An unofficial withdrawal is attributed to a student who leaves Northwest without going through the published withdrawal procedures.

1.18 Conditions for Readmission to the PTA Program

1. Students must meet all college and program admission requirements.
2. The student must request readmission to the program in writing. Student must utilize the Readmission Application which can be found in the Appendix.
3. A committee (PTA Program faculty and one member of the School of Health Science) will be formed for review of the application for readmission which will determine the appropriateness for readmission on a case-by-case basis, considering factors such the student's status at the time of exit from the program, reason for program withdrawal, justification for readmission, adequacy of program space and staffing levels.
4. For consideration for readmission and after potential readmission, the student must follow the policies and procedures of the program which are consistent with the academic year he/she is readmitted.
5. All courses in the PTA curriculum must be completed within a three-year period from date of entry into the program.
6. If the content of any course is different from when the student initially took the course prior to withdrawal from the program, the student will be required to complete all course syllabi objectives and goals, pass all skill checks, quizzes, and exams for the new information. PTA faculty will develop appropriate materials to meet the new or revised objectives.
7. Students that have been absent from the program for one semester or longer will be required to take a comprehensive exam/s to verify didactic knowledge in courses successfully completed. A minimal score of 78% on exam/s is required with no opportunity for a re-take.
8. The student is responsible for maintaining the ability to satisfactorily perform all previously-learned skills. Demonstration of satisfactory performance will be required prior to readmission into the program. The student MUST pass each

skill check within a course to be considered for readmission. A student is allowed one attempt to pass the written exam/s and two attempts to pass a skill check-off. Students unsuccessful in these attempts will result in: 1) Failure to meet the requirements for readmission OR 2) Re-take of the respective course for credit
9. At the discretion of the Dean of Health Sciences, with the recommendation of the Committee, a student may be required to repeat previous PTA course/s. This will be dependent upon length of time since the course was taken, exam score/s, skills assessment and the changing of content as noted above.
10. A student is eligible for readmission into the PTA program one time only. The only exception may be: a student who had a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.

1.19 Graduation Criteria

Upon successful completion of the following criteria, Northwest Mississippi Community College will grant the Degree of Associate of Applied Science in Physical Therapist Assistant.
1. Credit Courses: Students are required to complete all program general education and technical coursework with a minimum grade of "C" for each course with the exception of "B" or higher in Anatomy & Physiology I/II Lecture and Lab.
2. Clinical Education: Students are required to pass all clinical education courses
3. Practice Exam and Assessment Tool (PEAT): Students are required to pass (score of 600 or greater) one of the two PEAT examinations during PTA 2523 Physical Therapy Seminar. If a student does not obtain a passing score, the student must purchase additional PEAT exams until the PEAT exam is passed. The interval between exam attempts will not be less than one week to allow students adequate time to prepare. Students will not be able to complete the program until the PEAT exam is passed. Students who score >/=650 on the initial attempt will be eligible to sit for the board exam early. Students still must pass all elements of the program satisfactorily in order to pass the program.
4. Student must be assessed at "Entry-level" for all ten Professional Behaviors by program faculty. The graduation date will be defined as the month of graduation commencement or the end of clinical experiences, whichever comes later. In order to qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.
5. Student must pass all required skill competency checks and practical examinations.

1.20 Transfer into PTA Program

A student may transfer from a professional physical therapy program or another PTA program provided that the student meets the following criteria:
1. The NWCC and PTA Program application and registration procedures are completed.
2. All NWCC courses must be taken in their entirety even if students have successfully completed units of the course in another PT or PTA program.
3. A plan to introduce a student from a PT program to the PTA role will be developed by the PTA Program faculty and the student. This plan may include self-study, or an on-site visit with a PTA in the community.

1.21 Audit

To audit a course means to enroll as a student in a course and attend in the usual manner, but without credit or grade. Declaration of intention to audit must be made at the time of registration. Regular fees are charged for auditing. The General Registration Fee for part-time students and for those who audit courses is $145 per semester hour in- state and $245 per semester hour out-of-state. THIS FEE IS PAYABLE AT REGISTRATION. The "AU" is recorded for those students auditing a course, and this grade is not computed in determining a student's grade point average. A student may be able to audit a PTA Program course which has been previously completed depending on availability of space in the course. A plan must be discussed and approved by the PTA Program Director before registering to audit the course. The student must also follow the PTA Grading Policy. Program graduates and program clinical faculty who are PTAs will also be allowed to audit program courses depending on course enrollment.

1.22 Licensure

Graduates of accredited PTA Programs are eligible to sit for the National Physical Therapy Examination. Most states require licensure or certification to work as a PTA. Mississippi does require licensure to work as a PTA. Graduates may also consider a Compact PTA License, http://ptcompact.org/.
The PT Compact is an agreement between participating states that allows PTs and PTAs more mobility in where they practice, which increases access to care.

1.23 Career Information

The NWCC PTA Program is committed to providing resources and career information that will assist students in selecting and preparing for their career. Ms. Kelley Coleman is employed at NWCC as a Counselor and can be contacted at 662-562-3954 or **KColeman@Northwestms.edu**. She will be able to provide resources to aid with interviewing, career counseling, and job searching.

1.24 Field Trips and Off-campus Laboratory Sessions

At times within the PTA Program, students and faculty may travel off campus for departmental related field trips and off-campus laboratory sessions. The following procedures apply for off-campus experiences:
1. All NWCC and PTA Program Policies and Procedures are applicable during the off-campus experience.
2. Students participating in field trips and off-campus laboratory sessions are required to sign the "**Off-Campus Trip Form"**. This will be signed prior to each trip off-campus. This Form is located in the Appendix.

1.25 Student Retention

Due to the number of program faculty and clinical education sites, it is necessary to limit the number of students accepted annually into the program to 15. If a PTA student is having any difficulty academically, they are encouraged to talk to the PTA Program faculty to seek guidance and assistance. Services for tutoring as well as academic and personal counseling are available on campus. The PTA Program faculty want all students to succeed and are more than willing to help. To help with retention and communication between students and faculty, every

student will meet with their assigned core faculty member at least once a semester to review their progress and adjust as needed.

1.26 Program Costs

The following is the estimated cost of the program using the 2026-2028 tuition/fee schedule:

FALL 2026/SPRING 2027 (ACADEMIC PHASE):

$1800/semester
$75 registration fee
$75 technology fee
$700 book estimate
Total: $2650/semester

$1800/semester
$75 registration fee
$75 technology fee
$700 book estimate
Total: $2650/semester

SUMMER 2027 (BEGIN TECHNICAL PHASE)
$1080/semester
$75 registration fee
$75 technology fee
$400 School of Health Sciences Fee
Total: $1630/semester

Fall 2027
$1800/semester
$75 registration fee
$75 technology fee
$400 School of Health Sciences Fee
Total: $2350 /semester

Spring 2028
$1800/semester
$75 registration fee
$75 technology fee
$400 School of Health Sciences Fee
Total: $2350 /semester

Summer 2028
$1800/semester
$75 registration fee
$75 technology fee
$400 School of Health Sciences Fee
Total: $2350/semester

Miscellaneous Fees:
$35 Drug Screen
$50 Background Check
$35 CPR Certification
$485 Licensure Testing Fee
$100 (estimate): PTA Uniform (One time)
$44 Liability Insurance (Annual)
Must bring copy of proof for faculty member- MUST HAVE BEFORE CLINICAL ROTATIONS!

$650 Computer Access Approximation Cost (one time)
$960 PTA Book Bundle Estimate

Total: $2359

Total PTA Program Cost: $16,339
*Books and supplies for some programs may exceed this estimate. Some courses may require a mandatory eBook fee payable at the time of registration. Fee amounts will vary depending on the cost of each book.
PLEASE NOTE: All school fees must be paid before a transcript will be issued. Any balance from prior semesters must be paid by cash, money order, or certified check. Personal checks will not be accepted.
**Subject to change
***Out-of-state Fees ~$1200/semester
This plan of cost of study is subject to change. The program covers the cost of the initial PEAT exam, APTA Student Membership, and PTA Kit.

1.27 Tuition and SHS Fee

Tuition Fee

NWCC full-time student (15-21 credit hours) = $1800 (fall and spring, NOT summer) (Federal Funds consider full-time at 12 hours or more.)
Part-time student (1-14 credit hours) = $180 x # credit hours (part-time/summer)
Summer tuition is $180 x # credit hours independent of full-time or part-time status.

SHS Fee

An SHS Fee/Nursing Fee is collected each semester. This fee supports equipment purchases and the required warranty fees to maintain and support the software and mechanisms associated with such purchases. Fees support the IT support necessary for the testing and online components needed for the scholastic learning environment. Credentialing requirements and accreditation standards mandate specific resources including technology platforms, available training modalities, and faculty to student ratio. Each year, NWCC continues to increase these resources for our SHS students and must do so to remain on the cutting edge of healthcare.

SECTION II. Facilities and Services

2.1 Clinical Laboratory

Room 409 is dedicated solely for PTA lab work. There are open lab times scheduled each week where faculty will and will not be in attendance. Open labs can be used for practicing PTA skills, for peer skill checks, and for skill checks with faculty. Open lab time hours will be posted each semester.

It is the PTA Program's expectation that the lab will be maintained in a safe and orderly fashion. Out of respect and as a professional responsibility to faculty and students who use the lab, everyone must:

1. Replace equipment in its proper location
2. Fold and put away linens and pillows
3. Report any inconsistencies you may find in the lab

4. Clean and disinfect all equipment utilized

By taking a few minutes to do the above, the learning environment of the lab will be enhanced for all.

2.2 Lecture Rooms

Classroom 403 will be dedicated solely for PTA lecture coursework each semester. At times the PTA lab may also be used for lecture.

2.3 Storage

Room 413 is dedicated solely for the storage of Physical Therapist Assistant Program equipment and property.

2.4 Computer Labs

Computer Lab 301 and 309 are available for use by PTA students in the program. Computer Lab 301 has 42 computers for use while Computer Lab 309 has 18 computers for use. These computer labs will be reserved for program testing as needed.

2.5 Study Areas

The R.C. Pugh library/Learning Resource Center has options for quiet place for individual or group study. The structure features large reading rooms, viewing room, three staffed computer labs with classroom capabilities, quiet study room, anatomy and physiology/nursing study room, law library, and open stacks. Group study rooms, located in the library, may also be reserved by students. Students must abide by the Learning Resources Code of Conduct as stated in the NWCC Bulletin 2026-2027, Campus Regulations. The PTA lab and classroom may be used for group study when classes are not being held with PTA faculty permission or during open lab time. On the same floor as the PTA Program, there is also a Student Lounge provided by NWCC in Room 407 with access to vending, microwave, and refrigerator. Lounging areas are also provided at each end of the hallway with comfortable seating.

2.6 Student Records and Exam Copies

The PTA Program maintains files that include department/student forms, consent forms, waivers of liability, contracts or correspondence. These files are maintained for all students and are stored in a locked file cabinet in the DCE's office for clinical education information and the PTA Program Director's office for all other information. Students may review the contents of their file during the DCE or PTA Program Director's respective posted office hours. Information will be maintained for one year after graduation to assist faculty in providing employment references for students. After one year the files will be destroyed. Copies of completed midterm and final exams will be kept in locked file cabinets in faculty offices. Students will not be allowed to keep copies of completed midterm or final exams. Prior to final exams, faculty will schedule a review session for students during which student test files will be available for review. This review will be proctored by a faculty member and students will not be allowed to leave the room with their test file.

2.7 Career-Technical Education Support Services

Location: Tech I, Room 16

Hours: Variable
CTE Support Services personnel provide services to the following groups of career and technical students: the economically and academically disadvantaged, students with limited English proficiency, non-traditional by gender, single parents (including single pregnant mothers), displaced homemakers, and disabled students. Services include instructional aides and devices, remediation, adaptive equipment, integration of academic and technical education, and career counseling.

2.8 Disability Support Services

Location: Tate Hall, first floor
Hours: 8 a.m.-4:30 p.m., M-F
Disability Support Services assists in making the learning environment accessible for the disabled. The Coordinator counsels and advises students with disabilities and provides information about obtaining educational materials for their specific needs. Students with a disability, who are accepted for admission, are advised to contact the Office of Disability Support Services as soon as possible regarding disability accommodations. Documentation is required to certify a disability and should be submitted at least six weeks prior to the beginning of the semester. This will allow adequate time to evaluate the documentation, to arrange funding for auxiliary services, to prepare specific accommodations, to arrange scheduling in barrier-free classrooms, etc. Last minute accommodations may not be feasible due to time constraints. The Coordinator also works with students and families regarding careers, programs, etc. All forms and instructions regarding the application for disability accommodations as well as other information can be found on our website, https://www.northwestms.edu/l/current-students/disability-services.

2.9 Student Services

Location: Tate Hall, first floor
Hours: 8 a.m.-4:30 p.m., M-F
The Student Services Office houses the Vice President for Student Services/Chief of Staff and the Dean of Students. The Dean of Students advises Student Executive Council on the Senatobia campus.

2.10 Student Development Center

Location: Tate Hall, first floor
Hours: 8 a.m.-4:30 p.m., M-F or by appointment
The Student Development Centers, located at all campuses, assist students in allowing education to be their top priority while attending Northwest. A wide range of counseling services is available for students. Early Alert services maintain contact with instructors regarding student absentees. This service is provided to emphasize the importance of attending class. Academic advising is provided to assist students in planning a course of study while attending Northwest. Senior college transfer information is available through the Student Development Center as well.

Personal counseling is available to students. Confidential counseling services address problems such as depression, anxiety, and relationship difficulties or other issues that a student may be facing. Students with alcohol and/or drug

abuse problems are assessed and educated regarding the implications of substance abuse. Workshops are sponsored by the Student Development Center on various topics of interest. These workshops are designed to assist in building coping skills and maintaining a balanced life.

2.11 Library

Learning Resource Center (LRC

The Administration has worked very hard to provide learning resources and staff to support all the educational programs of the college. Each of our campus locations has a well-equipped and staffed learning resource center for the use of students and faculty. The LRC, the educational center of NWCC, Senatobia campus, has ample resources to help students develop intellectually and culturally. The LRC is located at 104 Porter Street, east of the Tunica Building, and houses a growing collection of books, periodicals, computers, and audiovisual materials to support the educational mission of the College. Students and faculty are served by one library director, three full- time librarians, two full-time clerical/technical assistants and two professional staff. In addition, there are three part-time staff members who work evening and weekend hours. The director and librarians offer information services to faculty and students, including formal LRC-use classes, specialized training, one-on-one assistance and traditional reference services. Telephone, email, and online chat and text support are also provided. **Selection of Materials:**

Faculty review new texts, audio-visuals, journals and computer assisted instruction materials throughout the year. The LRC Director maintains an open line to PTA faculty and is always available to discuss materials for potential purchase for the PTA program. As course and departmental needs are evaluated each year by faculty, learning materials may be requested. The desired materials are prioritized and requests are submitted in writing to the Division Director and/or to the LRC Director.

Current Collection

Books:

The LRC is fully automated and its holdings consist of more than 46,000 print books and over 500 e-books. Over two hundred print and e-books which focus on physical therapist assistants and other allied health fields, anatomy and physiology, sports injuries, traumatic brain injuries, paralysis, back and neck injuries, and other related topics. Titles specific to the physical therapy assistant program include the *Role of the Physical Therapist Assistant: Regulations and Responsibilities*, by Holly Clynch; *Therapeutic Exercise for Physical Therapist Assistants*, edited by William D. Bandy and Barbara Sanders; and *Dreeben-Irimia's Introduction to Physical Therapist Practice for Physical Therapist Assistants*, by Christina Barrett. Other titles will be ordered at the request of the PTA program coordinator or instructors.

Periodicals:

The library is working toward gaining full-text access to the *Physical Therapy Journal of the American Physical Therapy Association* and the *Journal of Orthopedic & Sports Physical Therapy*. Full text access to other journals will be added at the request of the program coordinator or instructors. Other journals specific to the field may be accessed through our electronic database

subscriptions to CINAHL or via PubMed.

Online Databases:

All of the LRC/learning resources centers share an automated catalog (Autographics) and access to electronic information. The LRC's web page allows students and faculty to link quickly to the electronic databases purchased through the school's budget and to additional databases obtained through MAGNOLIA, the statewide consortium of databases available to public schools, libraries, colleges, and universities. The LRC currently subscribes to the following databases for physical therapist assistance programs: CINAHLPlus and MedCom Trainex. The following databases are available through MAGNOLIA: Health Source: Nursing/Academic Edition, Consumer Health Complete, Natural and Alternative Treatment, Alt-HealthWatch, and Salud in Español. Finally, PubMed, a comprehensive healthcare database created and maintained by the National Library of Medicine, is available free of charge at pubmed.gov and contains many free full-text peer-reviewed articles.

Other Resources:

Other available resources include interlibrary loans of articles and books. To further expand learning resources, NWCC has a partnership agreement with Mississippi State University. This partnership is titled the Mississippi Community College Library Information Partnership (MCCLIP). In the event that students or faculty have exhausted the resource materials available at the NWCC LRC, the staff will try to obtain the needed resources from Mississippi State University Library. The college also has a cooperative agreement with all MS community colleges to share books and journals with virtual students across the state. This agreement is specific for distance learning and would allow inter-LRC searches between colleges.

The LRC collection of resources is of sufficient scope and depth to support the students and faculty in achieving the PTA program outcomes. Students will evaluate the adequacy of learning resources in course evaluations each semester and in graduate surveys.

2.12 Computer Use

While Computer access is available in the library and in other computer labs throughout the college, It is **MANDATORY** for you to have a computer or iPad with working internet capability, in order to be successful in this program. A computer or iPad with functional internet services is mandatory beginning with PTA orientation. Students must also have the ability to have webcam services and lockdown browser capability. There is no exception to this rule. Each semester, this will be evaluated and class delivery will be dependent on various factors. These methods of delivery include but are not limited to; **on and off campus** instruction, simulation, lecture, laboratory and testing. Consideration for online testing will be evaluated in the event of a crisis, such as COVID-19, natural disaster, or any other situation that eliminates the campus facility from providing on campus testing.

Please refer to the NWCC Bulletin for appropriate computer use guidelines.

2.13 Resources – Written and Audiovisual

The program has developed a file of articles on a variety of physical therapy topics that may be useful for students on some assignments. This file is located

in the PTA Director's office. Students should return the borrowed materials when finished with them. Program faculty may allow students to borrow books and other materials from their personal libraries. Students should follow borrowing procedures set up by the individual faculty member and return the materials promptly.

2.14 Disability Reference Information

Students with disabilities that require special accommodations must register with the NWCC Disability Coordinator within two (2) weeks of school registration with proper documentation to support accommodations. The Disability Coordinator will notify the course instructor of the list of accommodations required. The student must contact the disability coordinator within the first two weeks of the semester to insure accommodations are established.

Senatobia Campus:	DeSoto Campus:	Oxford Campus:
Missy Kelsay	Terri Reeves	Betsy Grubbs
662-562-3309	662-280-6123	662-560-7951
mkelsay@northwestms.edu	treeves@northwestms.edu	grubbs@northwestms.edu

While attending NWCC, a student may have an unforeseeable medical event. Prior to returning class, clinical or laboratory instruction, the student must meet with the disability coordinator and present proper documentation demonstrating their ability to perform all the required duties of their professional clinical standards. The documentation requirement should include a complete physical examination, a documentation statement of the ability to perform the physical requirements of the profession, the ability to mentally process the complexity of problem solving, mathematics, rational thoughts and ethical reasoning. A statement from the licensed professional must be included stating the student is deemed to be safe in performing the duties of a School of Health Science student in *the designated program* in the classroom, clinical and laboratory setting. Once the documents have been received and processed, a decision will be rendered. Administrators reserve the right to make re-entry decisions on a case-by-case basis if the safety of the student, faculty, other students, or the community maybe jeopardized.

2.15 Equipment

Students are often given assignments that require the use of equipment or computers without direct faculty supervision. This use may occur in the PTA lab, the library, or in another location at NWCC. Care of this equipment is essential and students are requested to leave the equipment in good repair. If problems arise during the use of equipment, it should be reported immediately to a PTA Program faculty member. Students may not remove equipment from NWCC under any circumstances.

III. Program Policies and Procedures

3.1 Professional Behaviors

Professional behavior by students is expected at all times. Students are expected to follow professional standards when in the classroom, laboratory and clinical settings. Guidelines for these standards are as follows:

1. Professional Behaviors (Appendix)

Ten specific "Professional Behaviors" are assessed throughout the PTA Program curriculum. PTA program faculty will assess the Professional Behaviors once per semester with students also performing a self-assessment once per semester.

Expected Professional Behavior levels are:
a. End of Semester III: All Professional Behaviors at least beginning level
b. End of Semester IV: 50% of Professional Behaviors at intermediate level or higher
c. End of Semester V: all Professional Behaviors at least intermediate level
d. End of Semester VI: all Professional Behaviors at entry level

Faculty will provide both oral and written feedback regarding professional behaviors each semester. Copies of this feedback will be placed in the student's file. Students are expected to change unsatisfactory behaviors after receiving feedback from faculty, and faculty will discuss any concerns about professionalism as soon as concerns arise. If a student is not demonstrating professional behaviors at an appropriate level at the end of each semester, students will be placed on probation or dismissed from the program. If a student is not sufficiently progressing with professionalism despite grasp of the knowledge or psychomotor components they will not be allowed to continue through the program.

2. American Physical Therapy Association (APTA) Standards of Ethical Conduct for the Physical Therapist Assistant

3.2 Dress Code and Appearance Policy

All NWCC PTA students represent the College and the profession of physical therapy. Students are required to conduct themselves in a professional manner at all times in the classroom, in the laboratory, and the clinic setting. The PTA student has required expectations at all times, both on and off campus. Students must be prepared to have all materials from the PTA student kit for all classroom, laboratory, and clinical experiences unless otherwise notified. In the clinical/lab/classroom setting, a student is expected to set an example of cleanliness, tidiness, and professionalism. Personal appearance is regarded as an important aspect of a student's overall effectiveness. Given today's fashions and the level of physical activity required in most PT settings, it is recommended that students check their appearance from all angles and positions to ensure that clothing ensures freedom of movement, remains in position and does not expose undergarments at any time. No caps/hats are to be worn in the classroom, laboratory, or clinical experiences. NWCC ID must always be present and visible in all settings.

Daily Classroom Dress Code:

This will remain consistent with the established Dress Code of NWCC

No manner of dress will be allowed which disrupts the normal educational process. All students are expected to dress in good taste and be well groomed for professional preparedness. All pants and shorts must be worn at the waist. Pajamas are not to be worn outside the student's assigned residence hall. In public areas, appropriate personal grooming is required. No hairdressing, nail painting, etc. is allowed in public areas. It is unacceptable for undergarments to be showing at any time. Undergarments must not be visible under clothing. Students should dress professionally in the classroom and laboratory setting.

Daily Laboratory Dress Code:

Students are expected to dress appropriately for all labs and practical exams. Failure to adhere to the dress code as listed below will result in the student being dismissed from the lab, possible **student occurrence report**, and/or may be ask to wear a hospital gown in the laboratory setting.

Labs in the GLS Health Science Building: Both males and female should wear T-shirts and shorts. Shorts should be loose fitting and should not be shorter than the tip of the finger with arms by the side and standing fully erect. Shorts falling below the waist will not be allowed. Students are expected to wear closed shoes while in the lab. Sandals, flip flops, or any other open toed shoe is not allowed. Women are expected wear a halter top or sports bra under a T-shirt. This permits assessment of the full back and shoulder areas. Men are expected to wear shorts and a T-shirt that can be easily removed to expose the full back and shoulders. Both male and female students are to wear supportive/compressive undergarments to ensure proper coverage at all times.

Off campus Labs- Both male and females are required to wear khakis or solid colored pants, closed shoes, and a polo style shirt with a collar. No low cut or plunging neck lines are allowed. There should not be any writing on the shirt. Do not wear scrubs, shorts, skirts, or dresses. Your NWCC Student ID Badge should be clearly visible.

Clinical Dress Code:

Students are expected to comply with the dress code for each clinical facility. If not specified, the student will follow the guidelines as seen above in "**Off Campus Labs**". A white lab coat may be worn in some facilities. Athletic shoes are acceptable if they are neat and professional looking.

GENERAL DRESS CODE TO BE FOLLOWED AT ALL TIMES:

1. Students are expected to keep neat and clean at all times. All dress must be kept clean, neat and free of stains and wrinkles.
2. When indicated. scrubs, uniforms, and lab coats must fit properly, i.e. large enough to allow movement and performance of duties. Shoes and shoelaces must be kept clean at all times.
3. Nails must be clean and short. Nails should be shorter than fingertips when viewed from the palm side. Acrylic nails are an infection control

risk and will not be allowed. All nails should be free of polish. Absolutely no false eyelashes are to be worn in the clinical setting.

4. Students are to avoid wearing perfume, colognes, or after shaves in the classroom, laboratory, and clinical experiences as patients, classmates, and/or staff may be allergic to them.
5. Long hair should be arranged in a style that brings the hair away from and out of the face and secured as to avoid contaminating patient care areas. No extreme hair color or hair styles are allowed. Hair color should be a natural occurring color. Hair must be clean and neat at all times while in clinic, in the classroom, and in the laboratory. Professional hairstyles worn off the collar and out of the face are required in the clinical area. If the hair is longer than the nape of the neck, it should be worn in a ponytail or off the nape of the neck. If the hair, even when pulled up, continues to pass the student's shoulders when leaning forward; the hair must be additionally secured. The hair does not have to be pulled up in the classroom setting. No hair fashion colors or ornaments (i.e. red, blue, purple, green, orange etc.) will be accepted in classroom or clinical site. Jewelry, beads, hair ribbon or any item outside of a ponytail holder, bobby-pin or neutral hair clip are not allowed in the clinical area. If PPE equipment is required in the clinical area, the hair must have the ability to be easily covered.
6. For men, facial hair should be clean shaven and/or neatly trimmed and clean. Any hair growth on the neck region must be shaved.
7. No jewelry other than wedding band, watch, and/or stud type earrings are to be worn. This is for the safety of the student and the patients. No piercings**;** except one piercing in each ear lobe for females. Ear spacers, spikes, tongue ring, nose or facial piercing, or gauges are not allowed. Violation of this policy will result in a *Student Occurrence*. No other body piercings should be visible at any time. Earrings worn must be small and not dangle. Males are not allowed any piercings.
8. Tattoos must be completely covered at all times in the clinical setting. With the nature of the PTA curriculum, some tattoos may be exposed during classroom/lab experiences.
9. Students are to adhere to the **Dress Code and Appearance Policy** for any remote meetings.
10. Daily attention should be given to personal hygiene as it reflects the student's overall image. Students must maintain a high level of personal hygiene including bathing, deodorant application, shampooing/styling hair, and dental care. The student's breath and clothes/lab coat must not smell of smoke. The student's physical appearance in the classroom and the clinical area should remain professional.
11. For clinical rotations and other events, the students will be expected to purchase and wear scrubs designated by the NWCC PTA Program. These scrubs will be uniform in color, brand, with monogrammed top identifying the PTA Program. However, any dress code that the clinical site requires of the PTA Program student will supersede the requirements of the PTA Program. Please note that some clinical affiliates may hold more strict policies regarding dress and appearance. If the clinical site does not have specific requirements, then the student

will be expected to default to the dress code requirements of the PTA Program as noted previously.

12. Exceptions to the PTA dress code may be made for religious, cultural, or medical reasons on a case by case scenario. These cases must be brought directly to the Program Faculty in a timely manner.

3.3 Food and Beverages

No food or beverages are allowed in room 403 (classroom), room 409 (Lab), room 413 (storage), or any computer lab during class or during open lab time, except for travel mugs and beverage bottles with closeable lids.

3.4 Attendance Policy

In order to ensure that each student enrolled in the PTA program progresses through the program with an adequate background, knowledge, competency, and skills, the faculty at Northwest Mississippi Community College emphasizes attendance in each phase of the program. The faculty accepts this responsibility of holding each student accountable for their attendance. The commitment to this policy is to ensure that each student is able to utilize the learned knowledge and skills in a safe, competent, and professional manner. With the sequential and progressive nature of the program, this policy must be adhered to in order to provide learning experiences that are integrated with previously introduced material. Many learning opportunities will be provided through collaborative experiences between both students and faculty. These opportunities are vital for the student's learning. The NWCC PTA Program considers attendance to be a professional responsibility. Absences could lead to missing a learning experience that cannot be repeated. All enrolled PTA students are expected to participate in all scheduled PTA assignments, classes, laboratories, PTA sponsored events, and clinical education experiences.

Students are expected to be in class and on time. A student will be considered tardy if they are not in the classroom prior to the instructor completing the roll. A student arriving for class/lab ten (10) minutes late or leaving more than 10 minutes early from the start/end of the class will be considered ABSENT. This absence will be in effect for the portion of the class as designated on the schedule. A student arriving for clinical ten (10) minutes late from the start of the clinical day will be considered ABSENT and this absence will account for half of the day's clinical hours. If the student does not show to the clinic for the remainder of these documented hours, the student may qualify for a student occurrence report. If the student does not show at all, the student will qualify for a full day's absence. The student must communicate any tardy or absences prior to the start time of the clinical day/time with the DCE and CI. Failure to do so may result in a student occurrence report.

Three (3) tardy events will constitute 1 absence in any class or clinical. A fourth tardy will immediately warrant a student occurrence report and possible probation. Students must attend a minimum of ninety (90) percent of each component of the course in order to receive a passing grade. Exceeding the absences allowed will result in the student being required to submit an Absence appeal as stated in the School of Health Science Handbook and subject to

possible dismissal from the PTA Program. Approval of any planned absences and/or tardy must be communicated with the instructor and may or may not be approved per discretion of the instructor.

All missed clinical time that constitutes as an absence is completed on the designated dates provided by the faculty, if needed. The student is not allowed to make up any clinical time on any other day not designated by the faculty. The clinical make-up hours may be longer than the number of hours missed. For example, if a student leaves clinical early and accrues an absence, their make-up day will be a full day of clinical per faculty discretion. If the student is assigned a make-up day and is absent or tardy, they will fail the clinical course per faculty discretion. Make up days do not substitute an absent and does not cancel out any absence accrued. If a student knows they will be absent, it is the STUDENT'S responsibility to inform the instructor prior to the absent date. A formal record of absences and tardy events will be kept by the PTA program faculty.

In the event of inclement weather for classroom events, the PTA program will follow the guidance of the college. If the college is open, the PTA program will be open. It is the student's responsibility to adapt their travel in order to arrive on time. If in the clinical setting, the student will follow the orders of the facility. If the facility is still open, the student will be expected to arrive at their regularly scheduled clinical rotation on time. It is the student's responsibility to adapt their travel in order to arrive on time. Absences involving personal or family emergencies or those involved a death in the immediate family may be excused. It is the responsibility of the student to communicate such an instance with a faculty member for the PTA program. At all times, the instructors reserve the right to deny approval of being absent based on student reason. With respect to being absent, it is the responsibility of the student to arrange make-up work with the appropriate instructor. If a student is absent for any examination/practical examination/graded activity, you must notify the appropriate instructor prior to the beginning of the examination. This communication MUST be completed. Failure to do so will result in the student not being allowed to make up the graded activity and will receive a "0" (zero) for that test grade. The student must have written documentation as to why he/she was not present for the graded activity. It is the student's responsibility to schedule a make-up time with the instructor. Failure to do so immediately upon returning to school will result in a failure of the assignment. The instructor reserves the right to appoint a time and type of graded activity for the make-up activity which will be determined on an individual basis.

If a student finds it necessary to withdraw from the program for any reason, the official steps as outlined in the NWCC Bulletin are required. A student who properly and officially withdraws will receive a grade of "W" (official withdrawal). Withdrawal is required as stated in the Bulletin. An unofficial withdrawal is attributed to a student who leaves the program without going through the published withdrawal procedures. This unofficial withdrawal will result in the student receiving an "F" in all classes. It is the responsibility of the student to initiate and complete this process.

A leave of absence may be requested from the program by the student. The student must document the reason for request in writing and submit this form to the PTA Program Director. Each request will be considered on an individual basis. If granted, the leave of absence will be limited to one year after which the student must petition to be readmitted to the program.

All students have the right to appeal for exceeding absences. The following are the steps for appeal:
1. Submit a written complaint to the Dean of Health Sciences (clafferty@northwestms.edu) **and** the Director of the Physical Therapist Assistant Program (ballen@northwestms.edu).

2. The Director will request a meeting with the student for discussion and gathering of information.

3. If the issue is not resolved, the student will submit a written request for appeal to the Dean of Health Sciences. The policy of appeal will be followed as outlined in the 2026-2027 NWCC Bulletin, Class Attendance Policy.

3.5 Rescheduling of Classes

On occasion classes may need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend. In the event a faculty member must cancel a class session, it is the faculty member's responsibility to notify the Program Director and NWCC faculty support staff member. The staff member will post a class cancellation notification for students outside the scheduled classroom. The Program Director or other faculty member will notify the class via email if there is sufficient time. If the class session is to be made up, it is the responsibility of the faculty member to schedule the make-up session in communication with those involved (students, room scheduler, etc.)

3.6 Lab Protocol

1. All lab sessions will begin promptly at the scheduled start time. Students should be changed into lab attire before class starts. Students will be given time at the end of class to dress.
2. Changing areas are the respective Men's/Women's restrooms located near the PTA Program Lab.
3. Please see **Daily Laboratory Dress Code on** page 25 for explanation of Daily Lab Dress Code expectations.
4. During lab sessions, students will role play either patients or PTAs during practice sessions. STUDENTS SHOULD BE PREPARED TO EXPOSE THE ENTIRE TREATMENT AREA. Privacy will be respected and modesty will be retained as appropriate using draping methods.
5. Students should be prepared for lab class by bringing appropriate texts, equipment, and course notes.
6. The lab should be kept clean at all times. Dirty linens and equipment used should be properly stored before leaving. Treatment tables and chairs should be returned to their proper place.
7. Students who know that they will miss a lab section must contact the course instructor in advance. The student should make arrangements for make-up work with a lab partner.

8. No food or beverages are allowed in room 403 (classroom), room 409 (Lab), room 413 (storage), or any computer lab during class or during open lab time, except for travel mugs and beverage bottles with closeable lids.

3.7 Program Safety and Security

1. All classroom and lab equipment is property of Northwest Mississippi Community College and is not for personal use. Students are expected to exercise safety and good judgment when using all college equipment.
2. Unsafe performance in any course, practical examination, or on any skill check may result in a failing grade in a course even if adequate points for passing the course, practical exam, or skill check were earned.
3. The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with faculty supervision. Electrical equipment can be used, but not plugged in, during unsupervised lab practice if the student has passed their faculty skill check with that piece of equipment.
4. All lab equipment and supplies must be returned to their proper place of storage after use. No equipment may leave the lab without faculty approval.
5. PTA Program students must maintain up-to-date adult, child, and infant CPR certification for health care providers prior to the start of the technical portion of the program. Students must submit a two-sided copy of their CPR certification card to the PTA Program DCE. This copy must include the expiration date, the student's name, student's signature and instructor's signature. PTA Program faculty will also maintain current adult, child, and infant CPR.
6. Students will follow college policies in the event of a building evacuation. Emergency and Evacuation details can be found in the NWCC Bulletin 2026-2027, Emergency Procedures.
7. PTA Program students are expected to notify academic faculty (and clinical faculty when participating in clinical education experiences) of any medical condition(s) and/or medication(s) taken that could potentially impair or alter the student's safe and effective performance or function of all program educational experiences. Students contracting an infectious disease during the time they are enrolled in the PTA Program must report that fact to program faculty and follow appropriate medical guidelines to minimize the risk of transmission.
8. Cost and liability of travel to and from off-campus clinical experiences, including, but not limited to field trips, off-campus lab sessions, clinical education experiences, and service learning projects, are the responsibility of the student.
9. Equipment user manuals are kept in the PTA Program Laboratory, room 409.
10. Fire extinguishers (3) are located in the hallway at each end at the stairwell and also centrally located between the Student Lounge and Women's Restroom.

The safety and security of students, faculty, and staff is very important to Northwest Mississippi Community College. A copy of the Annual Security Report, published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the report, which contains the annual crime statistics report, is available online in the current Northwest Bulletin (Annual Security Report) or on the Northwest website (Police and Public Safety) and in printed form upon request from the Campus Police Office (662-562-3314).

3.8 Skill Checks

A skill check is an assessment of a student's ability to demonstrate competence in a PTA skill. Skill check assessments are done in two different ways. First, one peer skill check must be completed with a lab partner. The results of the peer skill check must be documented on the skill check form. Students will then have the opportunity to work on any problem areas prior to being tested by a course instructor. Faculty skill checks performed by an instructor will be performed during open lab times or during scheduled course labs, if there is time. Skill checks contain safety elements of PTA skills that must be completed in order to pass the skill check. If a student fails any safety element, they automatically fail the skill check and must retake it. Cueing by the instructor needed to complete a skill check results in reduction of a student's score. Students must successfully pass a skill check prior to taking the practical exam which contains the skill check content area. It is the student's responsibility to make sure all skill checks have been completed prior to practical exams. If skill checks are not completed prior to a practical exam, the student will receive a 0% on the practical exam, and will then receive two additional attempts to pass the exam. Students who have successfully passed a skill check are considered to have demonstrated competence in that skill, and are expected to maintain their competence through regular review of the skill.

3.9 Practical Exams

Practical Exams are used to assess a student's ability to effectively and safely integrate course material and perform a patient treatment following a physical therapist's plan of care. Practical exams integrate content from current and prior program courses. Practical exams must be passed with a score of at least 78% and can be retaken up to two times if a 78% score is not achieved. If a student obtains a score above 78% on a re-taken practical examination, a maximum score of 78% will be used for final grade calculation. Two PTA Program faculty members will be present for the practical exam if a 2nd practical examination retake is required. Students must demonstrate an 78% on either the initial practical exam or during an exam retake to pass the course.

If a student does not have the skill check(s) related to a practical exam completed at the scheduled time of the practical exam, the student will receive failing grade for the student's first attempt at the practical exam. Once the related skill check(s) are completed, the student can then complete up to two retakes as stated above. Students will receive detailed instructions and a score sheet at least one week prior to scheduled practical exams. Students will also be required to have been signed off on one peer skill check and one faculty skill check prior to taking the practical exam. Required cueing to complete a practical exam will result in a reduction in the student's score. Unsafe behavior during a practical exam is, at the instructor's discretion, grounds for immediate failure of the practical exam. Sharing practical exam scenarios or information with classmates who have not yet taken the exam is considered academic dishonesty and will be treated as such.

3.10 Insurance

NWCC and clinical affiliation sites do not provide health insurance to students. It is advised that students carry their own health insurance during the program including all full-time clinical education experiences. Some clinical sites require

students to carry health insurance while performing a clinical experience at their facility.

All students **will purchase** professional liability insurance via a third party that provides liability coverage for unintended injury to patients or other students during on and off campus educational experiences. The insurance is paid as part of the program costs for all PTA students.

3.11 Immunizations and Health Screening

Once a student has been officially accepted into the program, the student MUST provide accurate documentation of the following items prior to the program start date:

1. Student Health Record including physical examination. A licensed health care provider must sign FORM.
2. *CPR certification will be provided during the time of the program. It is the responsibility of the student to ensure they complete this aspect of the program. A student's CPR certification must be active to complete all aspects of the program as well as terminal student clinical rotations.
3. Complete a background affidavit and/or Criminal Background Check (CBC) with a statement as to whether he/she has been arrested, charged with, convicted of, plead guilty or nolo contendere to a Felony or Misdemeanor offense. The applicant may be fingerprinted at any time for a criminal background check as required by clinical agencies. Fingerprinting/Background Check is required prior to taking licensure exam per the Mississippi Board of Physical Therapy. The cost of fingerprinting will be the responsibility of the student. This will be completed at an assigned orientation date.
4. Receipt and understanding of the minimum technical standards for the PTA student and maintaining the standards for the program as detailed in the student handbook by signing the PTA Student Agreement (provided at Orientation).

Prior to admission into the technical phase of the program, the student must complete the following:

5. Negative 10-panel drug screen, no older than 1 month old. Only drug screens collected at the direction of the PTA program will be considered. Any applicant is subject to drug screening and responsible for the test results, regardless of the timing of urine collection or use of drug.
6. Two-step TB Skin Test (dependent on clinical education site requirements)
7. Documentation of Flu vaccination (dependent on clinical education site requirements)
8. Copy of immunization records must be submitted (FORM 121 Certificate of Immunization Compliance)
9. Completed Hepatitis B vaccine or waiver form

*The student will be responsible for the fees and costs associated with these requirements. Information concerning these requirements will be provided after

class selection and/or during the mandatory orientation session. The student handbook will be provided during the mandatory orientation session.

Please note: a criminal conviction may prohibit a student from participating in clinical rotations, graduation, and/or taking the required national licensure exam. A felony conviction or disqualifying event on the background check arranged by the PTA staff will likely disqualify the applicant from gaining program entry.

3.12 PTA Program Equipment Testing

All electrical equipment owned and used by the NWCC PTA Program will be annually inspected and labeled by a qualified biomedical personnel/engineer. The following will be performed at that time: equipment testing and calibration, labeling that verifies testing and calibration, documentation of testing results, repair as needed. Non-electrical equipment (treatment tables, wheelchairs, crutches, etc.) will be inspected annually by the PTA Program Faculty prior to the start of the Fall Semester. Repairs will be made or arranged by the program as needed. Any real or potential equipment safety concerns discovered by faculty or students will be labeled and taken out of use until repaired or replaced. A log will be maintained by the Program Director. Students will have the opportunity to report safety or equipment concerns, and the PD will ensure that action is taken.

3.13 Personal Property and Valuables

Northwest Mississippi Community College and the PTA Program do not accept responsibility for loss of personal items. Theft may occur on campus and students should secure their valuables accordingly. Lockers will be assigned during orientation for each student in each respective cohort.

3.14 Medical Emergency in the Classroom

Students are expected to respond quickly to an emergency. Universal methods of treatment common to most emergencies are listed:

1. If someone else is in the room, ask him/her to report the emergency to a faculty member or college staff. If appropriate, call for medical assistance (911) or have someone else call.
2. Access vital signs and begin CPR if appropriate
3. A first aid kit is located in the PTA Program Laboratory, Room 409.

3.15 Financial Aid

Location: Yalobusha Hall, Office #103 (Senatobia campus)
Hours: 8 a.m.-4:30 p.m., M-F
Information on all types of financial aid is available for students including Federal, State and County aid and institutional scholarships.

3.16 Confidentiality/Data Privacy

Students will abide by the rules of NWCC and all affiliating clinical facilities concerning client confidentiality. Guidelines set forth by Health Insurance Portability and Accountability Act (HIPPA) laws will be followed. Information made available through written, verbal, electronic, or any other format is treated as confidential and is not to be disclosed in any manner outside the realm of a clinical/educational assignment. Any violation of confidentiality will result in the student's immediate dismissal from the Physical Therapist Assistant Program.

The PTA Program at Northwest Mississippi Community College has designated that certain data is considered public or private data. The PTA Program will maintain privacy/confidentiality in the following manner:
1. Grades will be posted using the online Canvas system, which requires students to sign in using an individual password.
2. All exams, quizzes, and assignments will be returned in a manner that does not expose the grade. All grades will be updated and posted onto Canvas in a timely manner.
3. Feedback is provided after skill checks and practical exams with only the student and instructor(s) present. When necessary or helpful, instructors will obtain permission if they would like to provide feedback in front of other students.
4. Clinical faculty must follow the data privacy policies of the PTA Program.
5. Requests for student information from any government agency will be referred to the Registrar's Office.
6. Students will sign a confidentiality agreement which applies to maintaining the privacy and confidentiality of patients during all clinical experiences.
7. During the third semester of the PTA program, students are instructed in basic HIPPA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information. They are also required to pass an online instructional module/knowledge test/quiz prior to their first clinical education course.

The PTA Program will adhere to the Family Education and Privacy Act which gives enrolled students the right to review their educational records, request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education.

3.17 Standard Precautions

Information on "Standard Precautions" will be provided in the first technical semester of the program in PTA 1213 Fundamentals Skills for the Physical Therapist Assistant and during the 4th semester of the program in PTA 1224 Biophysical Agents.

Content includes but is not limited to:
a. HIV
b. Hepatitis B
c. Universal Precautions/Infection Control
d. Chain of Infection
e. Proper Hand Washing Technique

All students must demonstrate satisfactory understanding of this information by passing a test/quiz which includes content on standard precautions during PTA 1213 Fundamentals Skills for Physical Therapist Assistant.

3.18 OSHA Regulations

MSDS forms for all hazardous substances used in the PTA lab are kept in a marked binder in the lab, Room 409.

3.19 Laundry Usage

To keep laundry costs at a minimum but also maintain cleanliness and promote infection control, students should conserve laundry by doing the following in lab courses:

1. Place towels, pillowcases, and sheets that have come in contact with hair and skin in the dirty laundry bin.
2. Place any towels, pillowcases, or sheets that are soiled with dirt, sweat, or other body fluids, mineral oil, alcohol, ultrasound gel, or e-stim gel in the dirty laundry bin.

3.20 Electronic Devices

Cell phones and other electronic devices that may disrupt the classroom must be turned off (or silenced if students need one on due to child care, etc.) during lecture and lab periods. Cell phones and other electronic devices must be turned off during off campus labs and during field trips. Students will have opportunities to check their phone for messages during scheduled breaks or between classes. If students have an emergency situation where they are waiting for a call, the instructor is to be notified before class. Calculators may be allowed for specific quizzes/tests/exams. Cell phones or other internet, recording, or messaging devices of any kind are not allowed during testing. Audio or video recording of lectures, laboratory sessions, etc. may only be performed with the expressed permission of the instructor.

3.21 Informed Consent

Students within the PTA program are expected to perform a variety of physical therapy procedures on each other in the classroom and laboratory for educational purposes. This participation is very important to the learning process. Students must sign a **Consent Form and a General Waiver of Liability** prior to practicing laboratory skills. Students will sign a consent form and General Waiver at the start of the program that will remain in effect during the student's tenure in the PTA Program. Consent forms and General Waivers will be kept on file in the PTA Program Director's office.

3.22 Photography/Videotaping

PTA students, on occasion in classroom and laboratory settings, will be simulating a work environment and will practice on one another. During this time, you may be videotaped or have digital pictures taken of you, both of which will be used only for educational purposes. You will be asked to sign a **Permission Form** to allow videotaping and digital photography at the start of the first semester of the PTA Program. This form will remain in effect for the duration of the student's tenure in the PTA Program. Students may not photograph or videotape patients.

3.23 Background Checks

A satisfactory background check is required prior to admission into the Physical Therapist Assistant Program at Northwest Mississippi Community College. An individual who is disqualified from having direct patient contact as a result of the background check will not be allowed into the program as they will not be successful in the program secondary to inability to complete the clinical education experiences. Per the requirements set forth by the Mississippi State Board of Physical Therapy, all new applicants for licensure will be required to

undergo a criminal history background check. After the student has initiated the application process and paid applicable fees, the Board will mail a fingerprint card. No license will be issued until the Board office has received and reviewed the background results.

3.24 Lab Infection Control

To ensure a clean laboratory environment and to facilitate infection control, the following policies will be in effect:

1. Plinths, mats, and other treatment surfaces will be cleaned using a bactericidal agent at least once a week
2. Soiled linen will be placed in the linen hamper located in the back of the lab. If a bag is full, a new bag will be placed in the hamper.
3. The hydrocollator will be cleaned a minimum of every three months, per the hydrocollator cleaning procedure located in the **Lab Policy and Procedure Manual** located in the PTA lab.
4. PTA faculty members are responsible for assuring the infection control policies are enforced in their labs.

3.25 Social Media and Communication Policy

The NWCC Physical Therapist Assistant Program strongly discourages the use of negative, derogatory, or unprofessional comments. This also applies to any written form of communication including but not limited to social media such as, Facebook, Twitter, Snapchat, blogging, email. There is zero tolerance for written, verbal, or non-verbal communication inconsistent with the mission of the PTA program or the profession. Derogatory comments may potentially disrupt the learning environment and are not tolerated. The mention of any clients, client care and/or clinical sites is strictly forbidden under the Health Information Privacy and Portability Act (HIPPA). Any photographs, regardless of device, are NOT allowed in the clinical sites at any time. The PTA Program will adhere to the policies pertaining to the use of computers as outlined in the NWCC Bulletin. Any breach of these policies may result in disciplinary action. **Any** form of written or verbal comments that do not reflect the core values of the Physical Therapist Assistant Program will be addressed and a Student Occurrence Report be filed in the student's official file. Any action, not in accordance with the core values of NWCC and/or PTA program, may result in dismissal from the program. The information provided to you online for example, lecture, case studies, quizzes, test, etc. are property of NWCC and the faculty developer. Students **are not allowed** to take pictures of any screens or share content in anyway with another student or the public.

3.26 Fundraising Policy:

Any money raised/collected by a PTA student in the name of NWCC Physical Therapist Assistant Program for attending a PTA related event MUST be used for the intended activity/event. If a student is unsuccessful in the program, the money raised/collected by that student will be held for one year in that student's name and be credited back to that student for the purpose in which the money was raised/collected. If that student does not return as a PTA student, the money will be forfeited to the PTA general fund.

3.27 Statement of Authority:

The instructor reserves the right to remove from the classroom any student whose conduct is disruptive to the learning process.

3.28 Student Occurrence Report:

This policy addresses unsafe practice, illegal misconduct, professional misconduct and/ or academic misconduct. These terms are defined as follows:

Unsafe Practice:

• Student behaviors or pattern of behaviors which cause or have the potential to cause harm or result in physical, psychological or financial threat to the client or others.

• Any behavior which requires interventions by instructor or personnel to prevent harm to a client or others.

• Failure to meet the rules and regulations or standards of care as defined by the NWCC PTA program and/or the clinical facility being utilized.

Illegal Misconduct:

• Any violation of the Physical Therapy Practice Act of the state of Mississippi

Professional Misconduct/ Academic Misconduct:

• Behavior that is professionally unsuitable, inappropriate, incompetent, abusive, illegal, or potentially dangerous to clients or others. This includes a positive drug screen. Having a positive drug screen will be immediate dismissal from the program.

• Failure to adequately prepare for a clinical, simulation or other assignment as outlined by course syllabi.

• Failure to notify the instructor (CI and DCE) of absence on the day of a clinical or simulation experience as outlined in the *PTA Student Handbook and/or Clinical Education Handbook.*

• Academic misconduct as stated in the *NWCC Bulletin* and *NWCC Physical Therapist Assistant Student Handbook.*

Procedure for Student Occurrence Report:

• For unsafe practice, illegal misconduct, professional misconduct, and/or academic misconduct, a Student Occurrence Report will be completed by the instructor.

• The student will be notified that a student occurrence has occurred either through verbal or written communication.

• Following the violation, a conference will be held with the student, the clinical instructor, course coordinator or other faculty member and/or Director of the PTA Program. A decision and appropriate course of action will be determined. The Director of the PTA Program is to be notified of the outcome of all critical incidents.

• The student and appropriate parties will sign the Student Occurrence Report. The report will be placed in the student's file.

• An accumulation of three (3) Student Occurrences incurred while in the PTA program will result in dismissal from the program; however, **depending on the**

severity, any single incident may result in dismissal. If a single incident is deemed to warrant removal from the program, a panel will review the supporting documentation for the removal. The panel will consist of the PTA Program Director, DCE, and an instructor from a separate pathway. A vote will be taken and documentation of the decision will be submitted to the student. **This decision will be final.** Should the student appeal the decision, the panel's documentation will be submitted to the Dean of Health Sciences. The Dean of Health Sciences will develop an Ad Hoc Committee for review of the student's appeal. The student is eligible to reapply, however, acceptance will be evaluated and determined on an individual basis depending on the severity of the incident. Due process will be followed as outlined in the *NWCC Bulletin* and this Handbook.

3.29 COVID-19/Monkeypox

With the daily changes occurring in our world, nation, and state, NWCC is also adapting to the concerns and needs of the community, faculty and student learners. Students are to review the COVID-19/Monkeypox Policy that is located under "Coronavirus" on the school official website. This link will provide up-to-date information on masks, isolation, quarantine, and other guidelines to help with managing and maneuvering in this pandemic. With the fluidity of changes, the website will be the best resource to obtain this information.

https://www.northwestms.edu/news-events/covid-19-monkeypox

By signing the acknowledgement sheet, the student is agreeing to comply with the NWCC PTA COVID-19 Policy. The student also is aware the COVID-19 Policy is ever changing and may be adapted during their program. Failure to abide by these guidelines may result in dismissal from the program.

3.30 Pregnancy Policy

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran, or disabled veteran, in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity, or sexual orientation.

The Title IX Coordinator is Dr. Tonyalle Rush, Associate Vice President for Student Services & Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409 and e-mail address trush@northwestms.edu.

The School of Health Sciences supports the safety and well-being of all students; therefore, students who become pregnant are strongly encouraged to complete the pregnancy form located at https://nwcc.wufoo.com/forms/qw0giag1h0yvlp/ as soon as they become aware of their pregnancy. The Title IX coordinator will inform the student of their rights to access education and the forms needed for

documentation. If a pregnant student is unable to participate in clinical or laboratory but is able to attend the theory or didactic portion; the student will be marked present for all classes in campus key. This modality may be through an online format or in person. If the student is attending virtually, the student must complete the assigned work as required of all students in the course to be counted as present. If a student is able to complete the didactic portion of the class but has not been released to complete the clinical/laboratory hours, the student will receive an incomplete until the hours have been completed. The student and the director will begin formulating a plan for clinical as soon as the estimated date of birth is determined. If a student is unable to attend virtually and cannot complete clinical, the student will be marked absent and given the option to receive an incomplete or withdraw from the course. The decision to withdraw or return to class will be the student's decision. The director and/or faculty member will document all discussions regarding the pregnancy and course requirements. Copies of these discussions will be provided to the Title IX Coordinator. It will be the intent of every director and faculty member to help all students succeed and complete their degree path.

It is the student's responsibility to follow the STEPS REQUIRED as noted in the SHS Handbook. Please see Pregnancy Policy in SHS Handbook for full details.

3.31 Needle Stick and Body Fluid Exposure Policy

Needle stick, skin barrier breakage, and/or possible exposure to a bloodborne pathogen may occur at any given time while a student is in the health sciences program. This may include injury by a clean or contaminated needle (e.g., non-sterile, used needle), any contaminated sharps injury, exposure to an individual's blood or body fluids to non-intact skin, eye, nose, or mouth, or through a human bite/contact that breaks the skin.

After the exposure, the student should perform the following:

- Immediately wash/irrigate the area thoroughly.
- Notify the clinical instructor immediately.
- Inform the agency's supervisor.
- Complete the agency's Incident Report.
- Follow any other guidelines of the agency.

The exposed student will be encouraged to have testing for blood-borne pathogens at baseline, 6 weeks, 12 weeks, and 6 months. It is the student's responsibility to be compliant with CDC recommendations after exposure. The decision to have testing or not is the choice of the exposed individual. The student is responsible for all expenses incurred due to needle sticks, skin barrier breakage, or other body fluid exposure.

The student must complete the NWCC School of Health Sciences Incident Report Form for Needle Stick/Body Fluid Exposure. The faculty will forward the information to the Program Director for follow-up. The Program Director will keep

this documentation on file for a period of not less than five (5) years following the date of the exposure.

The clinical instructor must notify the Program Director when a student has been accidentally exposed and include measures to prevent future exposures. Notification of the incident is critical and necessary for the protection of the involved parties.

3.32 Clinical and Laboratory Requirements

Attending clinical assignments is a requirement for completion of the SHS programs. Each SHS program enters into a legal clinical agreement with the agency. The agency agrees to provide the clients and/or clinical environment for student learning; and NWCC agrees to abide by the clinical agency requirements. Therefore, any student who does not meet the clinical agency requirements will not be allowed to attend the clinical agency. It is not the responsibility of the SHS to seek other clinical agencies that will accept a student who has been denied at an agency. The student will be considered absent from clinical and may exceed the number of absences from the course. It is the responsibility of the student to refer to the program's clinical requirements, submit all documentation on time, and comply with requirements such as immunizations, negative drug test, fingerprinting, etc.
For clinical check-offs or skill demonstration, students may be videotaped by their instructor in the laboratory setting for return demonstration or validation of check-off procedures. Students are not to photograph or video in the laboratory setting. Having phones in the clinical setting is not allowed. A student taking photos or videos in a clinical setting will be immediately removed from the clinical setting and disciplinary action will be taken.

The laboratory setting is a training opportunity for all students. It is expected for students to properly use all equipment in the laboratory appropriately. Students should leave the lab clean and neat. Where beds are present, the beds should be made neatly in the low position with the top two side-rails raised. If any injury should occur in the nursing lab, the student is to report the injury immediately to the faculty.

3.33 Professional Student Conduct

The School of Health Sciences abides by the guidelines and procedures located in the NWCC bulletin. In addition, the professions in which students are seeking and trained, have licensure mandates specific to professional behavior, conduct and safety measures which are deemed inappropriate for a healthcare provider. Students are held to these same licensure mandates. Therefore, students who fail to uphold the standards of a healthcare provider may be dismissed from the program or have other disciplinary repercussions. Classroom/laboratory/clinical civility, safety, integrity, respect, excellence in skills, and outstanding ethical behavior is **required** for continued enrollment in the School of Health Sciences. Any action, outside of this expectation, will not be tolerated. If an action should occur, the student will have a conference with the instructor and documentation will be presented to the Director of the Program. The Program Director will review if any further disciplinary action is needed. If a student has three documented professional conduct issues, the Director of the program will notify the Dean of

Health Sciences and the student maybe removed from the program. Based upon the nature and severity of the professional conduct issue a student may be removed from the School of Health Sciences for any one professional conduct issue. These issues are noted in the NWCC Bulletin and the state licensure requirements.

3.34 Student Organization

The School of Health Sciences encourages students to participate and interact in all student body clubs, organizations and events of interest and/or related to the field of Healthcare at NWCC.

The Student Alliance Task Force is a committee of faculty appointed district wide SHS students, serving in a leadership role by creating cultural understanding and inclusion of all students and faculty in the School of Health Sciences. Any student who is interested in becoming a committee member is encouraged to reach out to their faculty member for a recommendation.

3.35 Work Policy While Enrolled in PTA Program

Students are not to be paid employees of clinical facilities during clinical education rotations. If a student works in any separate facility while enrolled in the program, she/he may not legally function as a student PTA/PTA. A student employed under these conditions may only function as a PT Aide/Tech according to regulations of the Mississippi State Board of Physical Therapy (MSBPT) under the Physical Therapy Practice Act. Working while enrolled in the PTA Program is discouraged. Class schedules will vary greatly each semester and no attempt will be made to schedule classes around a student's work schedule. If work interferes with PTA Program success, the student will be referred to the career technical counselor.

3.36 Complaints

Complaints regarding the program should be first addressed to the PTA Program Director:

Dr. Barton Allen, PT, DPT
Physical Therapist Assistant Program Director
ballen@northwestms.edu
Phone: (662) 562-3247

Unresolved complaints or complaints about the PTA Program Director should be directed to the School of Health Science Dean:

Dr. Craig Lafferty, DPM, MS
Dean, School of Health Sciences
Northwest Mississippi Community College
4975 Hwy 51 North
P.O Box 5432
Senatobia, MS 38668
Phone: (662) 562-3652 Fax (662) 562-3231

All complaints will be documented, including the projected outcome, and kept on file at the program facility. No retaliation will occur by the college or program due to a complaint being filed. Complaints regarding Accreditation of this program should be addressed to the Commission for Accreditation for Physical Therapy Education. This Commission is located at 3030 Potomac Ave., Suite 100 Alexandria, VA 22305-3085; phone (703) 706-3245; accreditation@apta.org.

APPENDIX

American Physical Therapy Association (APTA) Standards of Ethical Conduct for The Physical Therapist Assistant

Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. 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.

Professional Behaviors Assessment Tool

Student Name _____ Date: _____

Directions:

1. Read the description of each professional behavior.
2. Become familiar with the behavioral criteria described in each of the levels.
3. Self-assess your performance continually, relative to the professional behaviors, using the behavioral criteria.
4. At the end of each semester:
    a. Using a highlighter, highlight all criteria that describes behaviors you demonstrate in Beginning Level (column 1), Intermediate Level (column 2), or Entry Level (column 3).
    b. Give at least one specific example of a time when you demonstrated a behavior from the highest level highlighted.
    c. Place an "x" along the visual analog scale to indicate the level (B, I, or E) at which you primarily function in each ability. This should be based on your highlighted areas, the specific example, and feedback from your CI.

5. Sign and return to Program Director

1. <u>Critical Thinking</u>: The ability to question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, and assumptions; and distinguish relevant from irrelevant information**.** The ability to appropriately utilize, analyze, and critically evaluate scientific evidence to develop a logical argument, and to identify and determine the impact of bias on the decision making process.		
Beginning Level: Raises relevant questions; Considers all available information; Articulates ideas; Understands the scientific method; States the results of scientific literature but has not developed the consistent ability to critically appraise findings (i.e. methodology and conclusion); Recognizes holes in knowledge base; Demonstrates acceptance of limited knowledge and experience	***Intermediate Level:*** Feels challenged to examine ideas; Critically analyzes the literature and applies it to patient management; Utilizes didactic knowledge, research evidence, and clinical experience to formulate new ideas; Seeks alternative ideas; Formulates alternative hypotheses; Critiques hypotheses and ideas at a level consistent with knowledge base; Acknowledges presence of contradictions	***Entry Level:*** Distinguishes relevant from irrelevant patient data; Readily formulates and critiques alternative hypotheses and ideas; Infers applicability of information across populations; Exhibits openness to contradictory ideas; Identifies appropriate measures and determines effectiveness of applied solutions efficiently; Justifies solutions selected

Specific Example:	**Place an "x" on the visual analog scale** _____ **B I E**

2. <u>Communication</u>: The ability to communicate effectively (i.e. verbal, non-verbal, reading, writing, and listening) for varied audiences and purposes.		
Beginning Level: Demonstrates understanding of the English language (verbal and written): uses correct grammar, accurate spelling and expression, legible handwriting; Recognizes impact of non-verbal communication in self and others; Recognizes the verbal and nonverbal characteristics that portray confidence; Utilizes electronic communication appropriately	***Intermediate Level:*** Utilizes and modifies communication (verbal, nonverbal, written and electronic) to meet the needs of different audiences; Restates, reflects and clarifies message(s); Communicates collaboratively with both individuals and groups; Collects necessary information from all pertinent individuals in the patient/client management process; Provides effective education (verbal, non-verbal, written and electronic)	***Entry Level:*** Demonstrates the ability to maintain appropriate control of the communication exchange with individuals and groups ; Presents persuasive and explanatory verbal, written or electronic messages with logical organization and sequencing; Maintains open and constructive communication; Utilizes communication technology effectively and efficiently
Specific Example:		**Place an "x" on the visual analog scale** _____
		B I E

3. <u>Problem Solving</u>: The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.		
Beginning Level: Recognizes problems; States problems clearly; Describes known solutions to problems; Identifies resources needed to develop solutions; Uses technology to search for and locate resources; Identifies possible solutions and probable outcomes	***Intermediate Level:*** Prioritizes problems; Identifies contributors to problems; Consults with others to clarify problems; Appropriately seeks input or guidance; Prioritizes resources (analysis and critique of resources); Considers consequences of possible solutions	***Entry Level:*** Independently locates, prioritizes and uses resources to solve problems; Accepts responsibility for implementing solutions; Implements solutions; Reassesses solutions; Evaluates outcomes; Modifies solutions based on the outcome and current evidence; Evaluates generalizability of current evidence to a particular problem
Specific Example:		**Place an "x" on the visual analog scale** _____ **B I E**

4. <u>Interpersonal Skills</u>: The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community in a culturally aware manner.		
Beginning Level: Maintains professional demeanor in all interactions; Demonstrates interest in patients as individuals; Communicates with others in a respectful and confident manner; Respects differences in personality, lifestyle and learning styles during interactions with all persons; Maintains confidentiality in all interactions; Recognizes the emotions and bias that one brings to all professional interactions	***Intermediate Level:*** Recognizes the non-verbal communication and emotions that others bring to professional interactions; Establishes trust; Seeks to gain input from others ; Respects role of others; Accommodates differences in learning styles as appropriate	***Entry Level:*** Demonstrates active listening skills and reflects back to original concern to determine course of action; Responds effectively to unexpected situations; Demonstrates ability to build partnerships; Applies conflict management strategies when dealing with challenging interactions; Recognizes the impact of non-verbal communication and emotional responses during interactions and modifies own behaviors based on them
Specific Example:		**Place an "x" on the visual analog scale** _____ **B I E**
5**. <u>Responsibility</u>**: The ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community and social responsibilities.		
Beginning Level: Demonstrates punctuality; Provides a safe and secure environment for patients; Assumes responsibility for actions; Follows through on commitments; Articulates limitations and readiness to learn; Abides by all policies of academic program and clinical facility	***Intermediate Level:*** Displays awareness of and sensitivity to diverse populations; Completes projects without prompting; Delegates tasks as needed; Collaborates with team members, patients and families; Provides evidencebased patient care	***Entry Level:*** Educates patients as consumers of health care services; Encourages patient accountability; Directs patients to other health care professionals as needed; Acts as a patient advocate; Promotes evidence-based practice in health care settings; Accepts responsibility for implementing solutions; Demonstrates accountability for all decisions and behaviors in academic and clinical settings
Specific Example:		**Place an "x" on the visual analog scale** _____ **B I E**

6. <u>Professionalism</u>: The ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Physical Therapy profession.

Beginning Level:	***Intermediate Level:***	***Entry Level:***
Abides by all aspects of the academic program policies and the APTA Code of Ethics; Demonstrates awareness of state licensure regulations; Projects professional image; Attends professional meetings; Demonstrates cultural/ generational awareness, ethical values, respect, and continuous regard for all classmates, academic and clinical faculty/staff, patients, families, and other healthcare providers	Identifies positive professional role models within the academic and clinical settings; Acts on moral commitment during all academic and clinical activities; Identifies when the input of classmates, co-workers and other healthcare professionals will result in optimal outcome and acts accordingly to attain such input and share decision making; Discusses societal expectations of the profession	Demonstrates understanding of scope of practice as evidenced by treatment of patients within scope of practice, referring to other healthcare professionals as necessary; Provides patient & family centered care at all times as evidenced by provision of patient/family education, seeking patient input and informed consent for all aspects of care and maintenance of patient dignity; Seeks excellence in professional practice by participation in professional organizations and attendance at sessions or participation in activities that further education/professional development; Utilizes evidence to guide clinical decision making and the provision of patient care, following guidelines for best practices; Discusses role of physical therapy within the healthcare system and in population health; Demonstrates leadership in collaboration with both individuals and groups

7. <u>Use of Constructive Feedback</u>: The ability to seek out and identify quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others.		
Beginning Level: Demonstrates active listening skills; Assesses own performance; Actively seeks feedback from appropriate sources; Demonstrates receptive behavior and positive attitude toward feedback; Incorporates specific feedback into behaviors; Maintains two-way communication without defensiveness	***Intermediate Level:*** Critiques own performance accurately; Responds effectively to constructive feedback; Utilizes feedback when establishing professional and patient related goals; Develops and implements a plan of action in response to feedback; Provides constructive and timely feedback	***Entry Level:*** Independently engages in a continual process of self evaluation of skills, knowledge and abilities; Seeks feedback from patients/clients and peers/mentors; Readily integrates feedback provided from a variety of sources to improve skills, knowledge and abilities; Uses multiple approaches when responding to feedback; Reconciles differences with sensitivity; Modifies feedback given to patients/clients according to their learning styles
Specific Example:		**Place an "x" on the visual analog scale** _____ **B I E**

8. <u>Effective Use of Time and Resources</u>: The ability to manage time and resources effectively to obtain the maximum possible benefit.		
Beginning Level: Comes prepared for the day's activities& responsibilities; Identifies resource limitations (i.e. information, time, experience); Determines when and how much help/assistance is needed; Accesses current evidence in a timely manner; Verbalizes productivity standards and identifies barriers to meeting productivity standards; Selfidentifies and initiates learning opportunities during unscheduled time	***Intermediate Level:*** Utilizes effective methods of searching for evidence for practice decisions; Recognizes own resource contributions; Shares knowledge and collaborates with staff to utilize best current evidence; Discusses and implements strategies for meeting productivity standards; Identifies need for and seeks referrals to other disciplines	***Entry Level:*** Uses current best evidence; Collaborates with members of the team to maximize the impact of treatment available; Has the ability to set boundaries, negotiate, compromise, and set realistic expectations; Gathers data and effectively interprets and assimilates the data to determine plan of care; Utilizes community resources in discharge planning; Adjusts plans, schedule etc. as patient needs and circumstances dictate; Meets productivity standards of facility while providing quality care and completing non-productive work activities

9. <u>Stress Management</u>: The ability to identify sources of stress and to develop and implement effective coping behaviors; this applies for interactions for: self, patient/clients and their families, members of the health care team and in work/life scenarios.		
Beginning Level: Recognizes own stressors; Recognizes distress or problems in others; Seeks assistance as needed; Maintains professional demeanor in all situations	***Intermediate Level:*** Actively employs stress management techniques; Reconciles inconsistencies in the educational process; Maintains balance between professional and personal life; Accepts constructive feedback and clarifies expectations; Establishes outlets to cope with stressors	***Entry Level:*** Demonstrates appropriate affective responses in all situations; Responds calmly to urgent situations with reflection and debriefing as needed; Prioritizes multiple commitments; Reconciles inconsistencies within professional, personal and work/life environments; Demonstrates ability to defuse potential stressors with self and others
Specific Example:		**Place an "x" on the visual analog scale** _____ **B I E**

10. <u>Commitment to Learning</u>: The ability to self direct learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.		
Beginning Level: Prioritizes information needs; Analyzes and subdivides large questions into components; Identifies own learning needs based on previous experiences; Welcomes and/or seeks new learning opportunities; Seeks out professional literature; Plans and presents an in-service, research or cases studies	***Intermediate Level:*** Researches and studies areas where own knowledge base is lacking in order to augment learning and practice; Applies new information and reevaluates performance; Accepts that there may be more than one answer to a problem; Recognizes the need to and is able to verify solutions to problems; Reads articles critically and understands limits of application to professional practice	***Entry Level:*** Respectfully questions conventional wisdom; Formulates and re-evaluates position based on available evidence; Demonstrates confidence in sharing new knowledge with all staff levels; Modifies programs and treatments based on newly-learned skills and considerations; Consults with other health professionals and physical therapists for treatment ideas

Based on my Professional Behaviors Assessment, I am setting the following Goals:
To accomplish these goals, I will take the following specific actions:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Physical Therapist Assistant Program

Essential Functions for Physical Therapist Assistant Students

There are several important factors for you to consider when you are determining your future career directions. To be successful in the PTA classroom and in your job following graduation, you should be able to meet all of the following expectations:

Academic/Professional/Behavioral Requirements include:
1. Attend class approximately 10-25 hours a week or perform 40 hours a week of clinical education, depending on the stage of the program curriculum.
2. Complete all assignments on time.
3. Participate in classroom discussions.
4. Perform or instruct others in the following procedures (learned in class) in a timely manner: transfers, gait training, physical agents, activities of daily living, therapeutic exercises or activities, and data collection procedures.
5. Use sound judgment and safety precautions (exposure to bloodborne pathogens and/or infectious disease may occur as part of the educational experience). Students are trained in
safety/infection control and are expected to follow these guidelines to avoid contracting or transmitting disease.
6. Meet class standards for successful course completion.
7. Use critical thinking when making decisions.
8. Follow standards stated in PTA Program Student Handbook the PTA Program Clinical Education Handbook.
9. Address problems or questions to the appropriate person at the appropriate time (follow chain of command).
10. Maintain classroom, work area, equipment, supplies, personal appearance and hygiene conducive to a professional setting as appropriate.
11. Behave in a competent, professional manner.

Physical requirements for the PTA Program include the need to
occasionally, frequently, or continually:
1. Sit 2-5 hours per day with lecture blocks up to 3 hours.
2. Stand 1-6 hours with lab time blocks up to 3 hours.
3. Lift up to 60 pounds.
4. Push/pull up to 50 pounds of force exerted at waist level.

5. Squat or stoop.
6. Use auditory, tactile, and visual senses to assess physiological status of an individual.
7. Demonstrate good standing and unsupported sitting balance.
8. Demonstrate good finger dexterity
9. Coordinate verbal and manual instructions
10. Communicate effectively and respectfully with a variety of people through written verbal, and nonverbal methods (review communications prior to sending).
11. Use hands repetitively
12. Shift weight in sitting or standing
13. Demonstrate the ability to use a firm grasp while using physical therapy equipment and while performing physical therapy interventions.
14. Reach above shoulder level.
15. Kneel, kneel-stand, and half kneel.
16. Use equipment that emits electrical, ultrasonic, and thermal energy.
17. Physically move and transfer patients.

Students who have concerns about the ability to perform any of these functions should contact the PTA Program Director at (662-562-3247). Individuals with disabilities may request reasonable accommodations or information by calling the M**issy Kelsay**, *Disability Support Services Coordinator* – Senatobia campus Student Development Center. Phone: (662) 562-3309 or **mkelsay@northwestms.edu**. She is housed on the Senatobia campus within the Student Development Center.

Nondiscrimination in Employment and Education Opportunity
Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973: Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address mkelsay@northwestms.edu; Title II of the Age Discrimination Act: Vice President for Finance and Administration, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address jhorton@northwestms.edu; Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: Associate Vice President for Student Services and Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409, e-mail address trush@northwestms.edu.

Physical Therapist Assistant Program Essential Functions Verification

Essential Function Student Signature Page to be Completed Before Program Entry

____Yes ____No I have read and I understand the Essential Functions relative to the Physical Therapist Assistant Program.

____Yes ____No I am able to meet the Physical Requirements of the PTA Program as specified and do not require any reasonable accommodation to meet these requirements at this time.

____ (√) I require the following reasonable accommodation(s) to meet the Physical Requirement standard as specified:
_____
_____
_____
_____
_____
_____

_____ _____ _____
Printed Name of Student Signature of Student Date

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Physical Therapist Assistant Program

Videotape/Photograph Consent

I, _____give Northwest Mississippi Community College, PTA Program consent to videotape/photograph/audiotape me during classroom, labor off campus education experiences for educational purposes. This consent form will remain in effect for my tenure in the NWCC PTA Program.

_____
Student name – printed / date

_____
Student Signature / date

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Physical Therapist Assistant Program

PTA PROGRAM STUDENT HANDBOOK AGREEMENT

I have received and read the Student Handbook for the Physical Therapist Assistant Program at Northwest Mississippi Community College. I understand its content and agree to abide by the policies and procedures set forth during my tenure as a Physical Therapist Assistant student. The Program or PTA Program Director reserves the right to alter policies, procedures and content.

_____
Student Name (Please Print)

_____
Signature

_____
Date

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Physical Therapist Assistant Program

Handbook Acknowledgment Form

I have read and understand the policies contained in the NWCC Physical Therapist Assistant Student Handbook, the NWCC Physical Therapist Assistant Clinical Handbook, and the NWCC Bulletin. I have access to the PTA Student Handbook, PTA Clinical Handbook and NWCC Bulletin as a reference throughout my learning experience in the PTA Program. I understand if I do not abide by these policies and procedures that I am subject to disciplinary action or termination from the program. I also am aware of the current COVID-19 policy; but understand the nature of the pandemic may cause a revision in the policy while I am in the program. By signing, I am stating compliance and implementation of the policy as defined. I also understand I will be required to have working internet, computer/iPad with HonorLock capability and webcam. Lack of these items will not support my success in the program. It is my responsibility to become familiar with the rules as set forth in this handbook, the clinical handbook, and the NWCC Bulletin.

STUDENT SIGNATURE DATE

PRINT NAME ID NUMBER

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Physical Therapist Assistant Program

Student Statement of Understanding and Release
School of Health Sciences

I, _____(Print Name), am a student at Northwest Mississippi Community College - _____(campus) who is enrolled in a School of Health Science program.

I acknowledge that I have been informed of the following and that I understand the following:

1. That the School of Health Sciences program I have enrolled in may involve exposure to human body fluids and cell and tissue cultures that may carry infections such as HIV (Human Immunodeficiency Virus) and Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV).
2. That exposure to infectious blood and other body fluids and cultures by contact through eye, mouth, blood, non-intact skin, or other method may put me at risk of contracting a bloodborne infection.
3. That to protect myself from exposure to blood and other body fluid and cultures, I will wear protective apparel according to OSHA (Occupational Safety and Health Administration) standards and comply with applicable policies of the College and any hospital or clinical affiliate that I am attending.
4. That if I should become exposed by eye, mouth, blood, non-intact skin, or other method to blood or other human fluids or cultures, I will immediately report such incident to the program instructor or clinical affiliate supervisor.
5. That if such exposure should occur, I hereby authorize the College or the clinical affiliate to administer such immediate first aid as is deemed appropriate until medical help can be obtained.
6. That I hereby release and hold harmless Northwest Mississippi Community College, its employees, officers, agents, and representatives, including all hospital and clinical affiliates, from any liability for any and all injury, illness, disability, or death, including all costs for medical care, resulting from my exposure to infectious blood or other human fluids or cultures or the administration of emergency first aid after such exposure, during the course of my participation in the health division program, whether caused by the

negligence of the College or otherwise, except that which is the result of gross negligence or wanton misconduct by the College.

Student Name _____
_____
(Please Print) Major

Student Signature _____
Date _____

Instructor Signature _____
Date _____

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Hepatitis B Vaccine Waiver for the Physical Therapist Assistant Program

Northwest Mississippi Community College

I have read and understand the risks and benefits of immunizations, the potential risks of non-immunizations, and the risk of Hepatitis B. I understand I am fully responsible for understanding these risks and understand this can be a fatal disease. I understand that I might be exposed to clients with Hepatitis B during my clinical time. I release Northwest Mississippi Community College and its affiliates of liability associated with not having the Hepatitis B vaccine as recommended to me by the Physical Therapist Assistant Program Instructors at Northwest Mississippi Community College. I reserve the right to change my mind at any time and receive the vaccine series at my expense.

I DO NOT wish to receive the Hepatitis B vaccine.

Student Signature:_____

Student ID Number: _____

Date:_____

Off-Campus Trip Form

Field Trip to:_____ Date of Trip:_____
Class:_____ Instructor(s):_____
Number of students making trip:
Time of Departure: _____ of Return:_____
Method of Transportation (check one): NW vehicle Private Vehicle Other
Names of NWCC Faculty/Staff Supervising students:_____

_____
Approved by:_____ Date:_____

All students are expected to conduct themselves in a manner which is consistent with the NWCC Code of Student Conduct (Student Guide). Students on college-sponsored trips are subject to all the rules and regulations of the college which govern student behavior. Any students who display inappropriate behavior during an off-campus trip will be referred to the appropriate college official for disciplinary action._____

_____

All students who go on trip must sign the statement below:
I release Northwest Mississippi Community College and faculty from any liability claim concerning this trip:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Students' Signatures Witnessed by: _____
Date: _____

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Physical Therapist Assistant Program

Student Occurrence Report (SOR)

Student Name _____

Date_____

Course_____

Clinical Agency/Location _____

Area _____

PTA

Faculty Involved_____

Description of Incident:

Witnesses to Incident:

Faculty Response to Incident:

Potential/Actual Consequences to Client or Others:

Plan of Action:

Student Comments:

_____

_____
Student **Faculty**

_____ _____
DCE **Director of PTA Program**

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Physical Therapist Assistant Program

STUDENT HEALTH RECORD

Student Name: _____ Sex: _____ DOB: _____

Last 6 digits of SS#: _____ Age: _____ Phone #:_____

Emergency contact: _____ Phone #:_____

Relationship: _____

I understand that all information is strictly confidential. I certify that the information given on this form is true and correct, and I have no abnormality, limitation, or restriction not mentioned on this document. I understand that any false information or failure to disclose any requested information will constitute grounds for dismissal from the physical therapist assistant program. I agree to notify NWCC School of Health Science of any change in my physical or mental health prior to my registration and while I am a student in the Physical Therapist Assistant Program. I understand that I may be exposed to patient's bodily fluids and other hazardous material in the clinical setting. I can tolerate physically taxing workloads and function effectively under stress. I feel that I possess the emotional well-being required for the full use of intellectual abilities; the exercise of sound judgment, the prompt completion of all responsibilities attendant to the care of patients, the development of mature, sensitive, and effective relationships with clients, peers, and staff. I acknowledge by my signature that I have read and understand these statements and agree to be bound by them. I give my permission for release of all medical information related to this health form.

_____

_____

Date Student Signature

*This section is to be completed by a Doctor of Medicine, Doctor of Osteopathic Medicine, or Certified Nurse Practitioner **ONLY**.

HT_____WT_____B/P_____PULSE_____TEMP_____RESP____

HEENT_____

RESP_____CV_____

GI/GU_____MUSCULOSKELETAL_____

NEURO_____LYMPH_____

In your opinion, is the applicant physically and mentally capable of providing safe client care with regard to the following functions? (circle one) YES NO

If NO, please explain:

All PTA applicants and current PTA students must possess the following essential functions:

Academic/Professional/Behavioral Requirements include:

1. Attend class approximately 10-25 hours a week or perform 40 hours a week of clinical education, depending on the stage of the program curriculum.
2. Complete all assignments on time.
3. Participate in classroom discussions.
4. Perform or instruct others in the following procedures (learned in class) in a timely manner: transfers, gait training, physical agents, activities of daily living, therapeutic exercises or activities, and data collection procedures.
5. Use sound judgment and safety precautions (exposure to bloodborne pathogens and/or infectious disease may occur as part of the educational experience). Students are trained in safety/infection control and are expected to follow these guidelines to avoid contracting or transmitting disease.
6. Meet class standards for successful course completion.
7. Use critical thinking when making decisions.
8. Follow standards stated in PTA Program Student Handbook and the PTA Program Clinical Education Handbook.
9. Address problems or questions to the appropriate person at the appropriate time (follow chain of command).
10. Maintain classroom, work area, equipment, supplies, personal appearance and hygiene conducive to a professional setting as appropriate.
11. Behave in a competent, professional manner.

Physical requirements for the PTA Program include the need to occasionally, frequently, or continually:

1. Sit 2-5 hours per day with lecture blocks up to 3 hours.
2. Stand 1-6 hours with lab time blocks up to 3 hours.

3. Lift up to 60 pounds.
4. Push/pull up to 50 pounds of force exerted at waist level.
5. Squat or stoop.
6. Use auditory, tactile, and visual senses to assess physiological status of an individual.
7. Demonstrate good standing and unsupported sitting balance.
8. Demonstrate good finger dexterity
9. Coordinate verbal and manual instructions
10. Communicate effectively and respectfully with a variety of people through written verbal, and nonverbal methods (review communications prior to sending).
11. Use hands repetitively
12. Shift weight in sitting or standing
13. Demonstrate the ability to use a firm grasp while using physical therapy equipment and while performing physical therapy interventions.
14. Reach above shoulder level.
15. Kneel, kneel-stand, and half kneel.
16. Use equipment that emits electrical, ultrasonic, and thermal energy.
17. Physically move and transfer patients.

PRINTED NAME OF MD/NP **SIGNATURE OF MD/ NP** **Date**

PRINTED ADDRESS AND PHONE NUMBER OF MD/NP OR USE STAMP:

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Physical Therapist Assistant Program

DRUG/ALCOHOL SCREEN CONSENT AND RELEASE

I hereby voluntarily authorize the agent of NWCC's choice to collect and test me for the presence of drugs, alcohol, marijuana and any other prohibited substances. I agree to be randomly tested for drugs/alcohol at any point in time while enrolled in the Physical Therapist Assistant Program as determined by the appropriate authority. It is my responsibility to be honest in any information given to my faculty member and/or the drug testing agency if questioned. I understand if the test is positive, I will be asked to withdraw from the Physical Therapist Assistant Program and seek rehabilitation. I will be considered for readmission following appropriate treatment if admission guidelines are met.

I authorize the release of the results of these tests to NWCC faculty, staff, administration or any of its agents. Furthermore, I hold NWCC, its administration, faculty and staff harmless in the use of the test results for the purpose of its drug and alcohol prevention policy. I understand that a documented "chain of custody" exists to ensure the identity and integrity of my specimen throughout the collection and testing process.

I HAVE READ THIS CONSENT AND RELEASE FROM AND FULLY UNDERSTAND ITS CONTENTS AND IMPLICATIONS.

STUDENT SIGNATURE DATE

PRINT NAME ID NUMBER

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Influenza Vaccination Acknowledgement and Exemption Form Request

To consider a request for exemption, this Acknowledgement and Exception Form request along with the required documentation must be submitted within one week of starting the semester. Waivers are only granted for documented medical conditions for which there is a vaccine contraindication as outlined by the CDC (Centers for Disease Control) and the Mississippi State Department of Health or religious beliefs. Waiver requests must be approved by the Physical Therapist Assistant Director in the FIRST WEEK of the semester and if necessary, sent to the Employee Health at the clinical agency the student is assigned. The clinical agency has the final decision on the documentation required to request the exemption. The clinical agency also has the final decision on whether exemption from vaccinations is granted according to their policy based on applicable law. If the student is not allowed in the clinical area, the student will not be allowed to continue in the program. I understand that in order to comply with the contractual agreements with clinical agencies it is the policy of NWCC Physical Therapist Assistant program that all PTA students be immunized against influenza on an annual basis.

I acknowledge that I have read and understand the following facts:

- Influenza vaccination is recommended for me and all other health care personnel to protect our patients, employees and families from influenza, its complications and death.
- I am likely to be exposed to the influenza virus through the community or while participating in clinical experiences in a variety of healthcare settings.
- If I contract influenza, I will shed the virus for 24-48 hours before the symptoms appear. At this time, I can spread the disease to patients, my colleagues and family.
- If I become infected with influenza, even when symptoms are mild or non-existent, I can spread severe illness to others.
- I understand that the strains of virus that cause influenza infection change almost every year, which is why a different influenza vaccine is recommended each year.
- I understand that I cannot get influenza from the vaccine. The consequences of my not being vaccinated could have life-threatening consequences to my health and the health of those with patients, my coworkers, my family and my community.
- I understand that if I am granted an exemption, I will be required to follow all policies of the facility I am assigned, which may include wearing a surgical mask at all times while in the facility.

<u>Exemption Request</u>

Despite these facts, I am requesting an exemption to the annual influenza immunization. I request an exemption based on the following:
Medical Contraindication-Indicate Reason and attach supporting documentation:

_____

Religious Belief or Creed-Indicate Reason and attach supporting documentation:

_____

Signature _____

Printed Name _____ Date _____

Results of Exemption Request/Director Comments:

_____

_____

_____

Director Signature_____ Date_____

NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Physical Therapist Assistant Program

WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT – ON/OFF CAMPUS ACTIVITIES

Waiver: In consideration of being permitted to participate in the _____ _____ (Program/Activity), I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, and discharge** Northwest Mississippi Community College and their officers, employees, agents, successors and assigns from liability **for any and all claims, demands, actions, causes of action, judgments, damages, expenses and costs, (including attorney fees)** due to negligence or accidentally resulting in personal injury or illness (including death), and property loss which arise out of, result from, occur during, or are connected in any manner with my participation in the Program/Activity.

Assumption of Risk: Participation in the Program/Activity carries with it certain risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another and include but are not limited to 1) minor injuries such as scratches, bruises, and sprains; 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions; and 3) catastrophic injuries including paralysis and death. **I have read the previous paragraphs and I know, understand, and appreciate these and other inherent risks. I hereby assert that my participation is voluntary and I knowingly assume all such risks**.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD HARMLESS Northwest Mississippi Community College and their officers, employees, agents, successors and assigns from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees which arise out of, result from, occur during, or are connected in any manner with my participation in the Program/Activity.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumed risk agreement is intended to be as broad and inclusive as is permitted by the Laws of the State of Mississippi and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk and indemnity agreement, fully understand its terms, and **understand that I am giving up my rights, including my right to sue**. I acknowledge that I am signing the agreement freely and

voluntarily, and **intend by my signature to be a complete and unconditional release of liability** to the greatest extent allowed by law.

_____ _____

(Print Name) (Student ID)

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973: Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address **mkelsay@northwestms.edu**; Title II of the Age Discrimination Act: Vice President for Finance and Administration, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address **jhorton@northwestms.edu**; Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: Associate Vice President for Student Services and Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409, e-mail address **trush@northwestms.edu**.

Northwest Mississippi Community College

Physical Therapist Assistant Program

Readmission Application

_____
Student/Student ID

_____
Program

_____
Date

I. Program GPA at time of departure. _____

II. Directions: Evaluate your past performance in the program as satisfactory or unsatisfactory. If unsatisfactory, please explain why under comments. Answer the attached questions.

	S	U
Attendance/Punctuality		
Assignments turned in on time		
Professional Appearance		
Attitude at time of departure		
Need for additional courses		
Campus class participation		
Lab practice/participation		
Clinical participation		
Responsibility/accountability		
Ability to apply knowledge		
Acceptance of constructive criticism		
Professionalism		

Comments:

Briefly discuss the following:

1. Date of withdrawal from program.

2. Specific reason for unsuccessful program completion.

3. Actions taken to correct item identified in #2.

4. Activities since withdrawal (educational, vocational, professional).

5. Interpersonal and financial status with respect to the program.

6. Plans for problem prevention if readmitted.

Revised: 1.2023, 5.2024, 8.2024, 12.2024, 1.2025, 3.2025, 5.2026, 8.2026