

# State College of Florida Manatee-Sarasota



## Health Professions Programs Student Handbook

For the Physical Therapist Assistant Student

2020 - 2022

Revised 6/2020

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## INTRODUCTION

Welcome to the Nursing & Health Professions Programs at State College of Florida (SCF). We are extremely proud of our Nursing & Health Professions Programs and are pleased that you have chosen to pursue your education here. These programs have been designed to prepare high quality, competent practitioners to meet the needs of the health care system in the community. We hope that you enjoy your experiences with us and find the learning opportunities both challenging and dynamic. Healthcare careers provide a wide range of opportunities for the practitioner upon graduation. The division administration, faculty and staff are committed to the success of every student who enters one of our Nursing & Health Professions Programs.

## CHANNELS OF COMMUNICATIONS

Students enrolled in the Nursing & Health Professions Programs are expected to use the appropriate channels of communication for any and all issues that arise while enrolled in the program. For correct communication pathways, see the specific program faculty and administration listings in your program handbook and/or specific course syllabi. For a full copy of the college organizational chart contact the respective department office.

Each student is responsible for adhering to the policies and procedures of the SCF Nursing & Health Professions Programs and those policies specific to each individual program as noted in this Student Handbook. The Nursing & Health Professions Programs reserve the right to make changes in these policies as needed. When changes are made, the students will be notified in writing and asked to sign an acknowledgment form.

## PREREQUISITE & GENERAL EDUCATION REQUIREMENTS

Students are advised that many courses in their specific program require *prerequisite* courses. Prerequisite courses must be completed prior to application to the program. ***Students must follow the curriculum that is in place at the time they begin or re-enter the professional component of the program, including the general education courses that are taken in conjunction with technical/professional course work. Those general education courses taken in conjunction with technical/professional course work must be completed in the sequence prescribed by the curriculum plan of the specific program.*** It is the student's responsibility to consult the current catalog to determine which courses have prerequisite requirements. Students also are advised that the *sequence* of general education courses for the specific program, as published in the College Catalog course descriptions, has been carefully planned to correlate with the Nursing & Health Professions courses and should be followed to prevent any conflict with continuing in the program.

## WITHDRAWAL POLICY

A withdrawal is a change in the student's course schedule where one or more courses are withdrawn before the end of the term. Withdrawn courses appear on the student's transcript as a "W" and are classified as attempts. No refunds are permitted for withdrawn courses.

[https://catalog.scf.edu/content.php?catoid=11&navoid=830#Withdrawal\\_Policies](https://catalog.scf.edu/content.php?catoid=11&navoid=830#Withdrawal_Policies)

Withdrawal policies for courses that are part of the Nursing & Health Professions Programs are governed by the individual programs. Please refer to specific program policies in the student handbook regarding withdrawal, dismissal and readmission for Dental Hygiene, Nursing, Occupational Therapy Assistant, Physical Therapist Assistant and Radiography.

## ADVISING CENTER

Academic Advisement at the State College of Florida assists future and current students in achieving their academic and personal goals through the development of individualized educational plans that serve to guide students towards future success. Advisors are available to students by appointment, or at times on a walk-in basis on the Bradenton, Lakewood Ranch, and Venice Campuses.

Access the Advising center: <http://www.scf.edu/StudentServices/AdvisingCenter/default.asp>

## OFFICE OF THE REGISTRAR

The Office of the Registrar provides services including transcripts, transfer credit evaluations, graduation applications, residency, enrollment verifications, and PIN reset.

Access the Office of the Registrar: <http://www.scf.edu/StudentServices/Registrar/default.asp>

Email: [Registrar@SCF.edu](mailto:Registrar@SCF.edu)

## FINANCIAL AID

Financial Aid is available to students who have demonstrated financial need and/or to students who have shown academic or special talent. Financial assistance is available in the form of scholarships, grants, loans or part time employment. Students are encouraged to seek out financial aid resources to facilitate their education. All financial aid and eligibility requirements are handled by the College Financial Aid Office. *“Course work compliance effects the way financial aid is awarded. Financial Aid will ONLY pay for classes REQUIRED for your major degree”*. If you have any questions or concerns, contact 941-752-5037 or via email at [askfinaid@scf.edu](mailto:askfinaid@scf.edu).

Access Financial Aid: <http://www.scf.edu/StudentServices/FinancialAid/default.asp>

Email: [askfinaid@scf.edu](mailto:askfinaid@scf.edu)

## ON-CAMPUS EMPLOYMENT FEDERAL WORK-STUDY (FWS) PROGRAM

Federal Work-Study (FWS) is a federally funded program that enables students to work on campus. FWS student must have completed the Free Application for Federal Student Aid (FAFSA). Eligibility is determined by the student's demonstrated financial need as determined by the FAFSA.

Students interested in employment off campus may contact the career resource center or the career resource center Web page: [www.scf.edu/StudentServices/CareerResourceCenter](http://www.scf.edu/StudentServices/CareerResourceCenter)

## COUNSELING SERVICES

<http://www.scf.edu/StudentServices/CounselingServices.asp>

Counseling services helps students meet life/work challenges and achieve a positive academic experience. Students may self-refer or may be referred by faculty/staff to use the confidential resource.

- SCF Counseling & Support Line – (24-hour access) at [941.752.5107](tel:941.752.5107).
- Confidential Counseling – Contact Campus Ministry at:
  - [941.752.5607](tel:941.752.5607) (Bradenton & LWR) or
  - [941.408.1523](tel:941.408.1523) (Venice).
- SCF On-Campus Counseling – Please contact Susanne Walters for a referral at [walters@scf.edu](mailto:walters@scf.edu) or 941.752.5603.

## RECOMMENDED WORK POLICY

Research has shown that the number of hours spent in employment can have an adverse effect on grades, clinical performance, and even on successful completion of the program for students. Students are expected to use good judgment in selecting working hours. Excessive work demands may jeopardize personal health, family relationships, ability to succeed in the program, and the opportunity to become involved in health profession and college activities.

## **AVAILABLE LEARNING RESOURCES**

### **Academic Resource Center (ARC):**

The Academic Resource Center (ARC) empowers all State College of Florida, Manatee-Sarasota students to achieve their personal potential for learning and academic success. The core mission of the ARC is to help students become independent and active learners, and through this to achieve academic improvement consistent with their values, interests and abilities. The ARC serves as a means to help under-prepared students to prepare, prepared students to advance, and advanced students to excel!

All A.S. degree seeking students are encouraged to take advantage of the wide range of unique services offered. In addition to help in mathematics, reading, language and spelling, specific assistance is available in study skills, time management, reading technical books, note taking, and using reference materials. Selected materials related to Medical Terminology and Science also are available for Nursing & Health Professions students. The Academic Resource Center is located on all campuses. The current hours are available on the College's website: [www.scf.edu/ARC](http://www.scf.edu/ARC)

### **Library:**

The College Library is available to enhance learning. The library includes both on campus and electronic resources including all current medical resource databases which can be accessed from any off-campus location. The schedule for the library is available from the library link on the College's homepage:

[www.scf.edu/library](http://www.scf.edu/library)

### **Health Profession Media Laboratory:**

- Bradenton and Venice Campus: located in the Nursing Learning Lab,
- Lakewood Ranch Campus: located in the Learning Commons, and
- In program specific designated areas

The Health Professions Media Laboratory and Learning Commons provide access to computers and printers for health profession students. Hours are posted each semester.

### **Program Lib Guides**

Program specific Lib Guides are available to Nursing & Health Profession students. Lib Guides can be accessed at: <https://libguides.scf.edu>

### **Online Tutoring and Study Skill Support:**

A collection of websites to help students enhance their study skills and to provide tutoring support for their coursework is available 24/7. Emphasis is on mathematics, english and reading improvement. Support for many other subjects is also available. To access resources, go to: [www.scf.edu/ARC](http://www.scf.edu/ARC) and select your campus.

**Disability Resource Center:**

[www.scf.edu/drc](http://www.scf.edu/drc)

- DRC Bradenton Office: 941-752-5295 or [drc@scf.edu](mailto:drc@scf.edu)
- Mary Hoffman, Accommodation and Assistive Technology Specialist - [hoffmam@scf.edu](mailto:hoffmam@scf.edu)
- Patricia Lakey, Coordinator - [lakeyp@scf.edu](mailto:lakeyp@scf.edu)
- Jennifer Meier, Site Manager, Venice Disability Resource - [meierj@scf.edu](mailto:meierj@scf.edu)
- Angela Powell, Advisor II - [powella@scf.edu](mailto:powella@scf.edu)

**Locations:****Bradenton Campus**

5840 26th St. W, Bradenton, 34207  
Building 1, Room 219  
941-752-5295

**Venice Campus**

8000 S. Tamiami Trail, Venice, 34293  
Building 100, Room 162  
941-408-1448

The Disability Resource Center (DRC) is committed to ensuring equal access to college programs, services, and activities for qualified students with disabilities. The DRC assists students with disabilities through the provision of reasonable accommodations, information, resources, services, and skill development. The DRC promotes student self-advocacy through collaboration with faculty, staff, and SCF campus resources.

SCF is committed to the spirit and the letter of the Americans with Disabilities Act (ADA), the ADA Amendment Act (ADAAA), and the Rehabilitation Act of 1973. SCF has instituted various administrative policies, procedures, and practices to provide meaningful access for individuals with disabilities.

**It is the student's responsibility to initiate requests for services with the DRC before any accommodations can be made in the program.**

**FINANCIAL RENUMERATION FOR CLINICAL HOURS**

Under no circumstances will students be paid for their services while enrolled in clinical/fieldwork courses. If students choose to work outside of their clinical hours, work hours must be kept clearly separate.

**HOLIDAYS, VACATIONS, AND COLLEGE CLOSINGS**

All holidays, vacations observed by SCF, and college closings are observed by the Nursing & Health Professions Programs. Therefore, students will not report to class or clinical on college holidays or vacations; unless previous arrangements have been made by the Program Director.

In the event of a sudden school closing (i.e., inclement weather), the SCF emergency mass notification system, will send messages to students, faculty, and staff via voice, text and e-mail from SCF safety officials. To ensure that you receive these messages, please keep your contact information up to date in *MySCF*. If the college is closed, clinical experiences are cancelled for the day(s) unless otherwise notified by the Program Director.

Whenever the College is open, clinical experiences will be held as scheduled, despite inclement weather. Students are to use their own judgment in deciding whether they must take an absence for the day.



## **INFORMED CONSENT**

Students enrolled in a Nursing & Health Professions Program should understand that the required clinical experiences in various healthcare facilities may expose them to environmental hazards and infectious diseases including, but not limited to, Tuberculosis, Hepatitis B and HIV/AIDS. Neither State College of Florida nor any of the healthcare facilities used for clinical experience assume liability if a student is injured or exposed to infectious disease in the facility during assigned clinical experiences, unless the injury/exposure is a direct result of negligence by the college or the clinical facility.

## **HEALTH INSURANCE POLICIES**

Students should understand that they are responsible for the cost of health care for any personal injury or illness that may occur during their time in any Nursing & Health Professions Program. SCF strongly recommends that students purchase their own health insurance during the duration of their program.

## **PROGRAM REQUIREMENTS**

Upon acceptance, the following may be required: Background checks; Fingerprinting; CPR certification; Health and Drug screenings; Vaccinations, to meet local healthcare agency regulations. Based on the results of these checks and screenings and/or failure to complete and correctly submit program requirements, students may become ineligible for program admission. Continuation in the program is based on acceptable results from random/ongoing screening and background checks. Ongoing screenings may occur as frequently as each clinical assignment, based on the policies of the program's clinical affiliates. Clinical facilities and/or the designated Health Professions Program may limit or prohibit students with positive drug screen results or criminal histories from participating in clinical experiences, thus making the student ineligible for program admission, continuation in the program, or obtaining professional licensure.

**Failure to complete program requirement in specified time frames may result in forfeiting seat in class or dismissal from the program. Students are responsible for all fees incurred with these checks and screenings.**

## **BACKGROUND CHECK:**

### **Disclaimer:**

**All SCF Nursing & Health Professions Programs require a criminal background check as part of the admissions process. Clinical facilities utilized during the educational curriculum may limit or prohibit students with criminal histories from participating in clinical experiences at their facilities. Other options may not exist for the student to complete the required clinical hours in each specific clinical specialty of the curriculum and therefore, the student would not be able to complete the program requirements and graduate.**

**A student may be accepted to the program, and the program may be able to place the student in a clinical facility; however, the facility may decline the student based on the criminal history. This may result in the student being unable to progress in the program or complete the program requirements and graduate.**

**Also, each licensing board periodically makes changes to the rules regarding the licensing of individuals with criminal histories, thus affecting who may or may not be licensed in the State of Florida in that particular discipline. Applicants with criminal histories/backgrounds may be accepted into a health professions program and graduate from the program, but because of changes in the law or rules may not be allowed to be licensed in the State of Florida once they have graduated.**

**A change to a student's criminal background while in the program may also lead to cause for dismissal, inability to participate in clinical experiences, or inability to become licensed.**

**If accepted into a health professions program, it is the prospective student's decision to enter the program based upon the knowledge and understanding that he or she may not be granted the right to be licensed in the State of Florida upon graduation.**

**Purpose:**

Clinical agencies require students to be fingerprinted, background checked and clear the HHS/OIG list of excluded individuals, the GSA list of parties excluded from federal programs, and the Nationwide Sex Offenders Data Base. Compliance with these requirements and satisfactory findings are essential for clinical placement and progression. Students who fail to submit to a background check or students whose background checks indicate a conviction as specified in Florida Statutes, Title XXI, Chapter 435.04 Level 2 Screening Standards will be unable to remain in the Nursing & Health Professions Programs.

Florida law restricts access to children, elderly and disabled patients by persons convicted of specific misdemeanors and felonies (Chapter 435 Florida Statute). This law places restrictions on all healthcare facilities, which in turn require students to comply with the same restrictions as their employees and volunteers. Additional laws pertaining to school-based settings may prohibit students with a criminal background from participation in this setting.

A background check is required of all students admitted to a Nursing & Health Professions Program at SCF to secure access to clinical practice experiences as required by each program, which may involve coursework with patient contact such as practice in a healthcare facility, conducting a research study or project, or interfacing with patients individually or collectively. Partnering agencies where students receive clinical practice experiences also require background checks as well as additional information such as arrests without convictions, verification of employments, social security verification, etc. aimed at protecting the public.

All background checks will be reviewed by the program. Applications which indicate a history that might prevent full participation in the program, will be reviewed, considering the individual situation and a decision will be made about admission into the program. If an unfavorable background screening results in a student being denied access to a clinical agency and/or access to patients in the agency, the student may become unable to meet course objectives and/or academic requirements of the program. If a comparable clinical assignment cannot be obtained by the program, the student will be unable to progress in the course, resulting in withdrawal and/or dismissal from the program.

Student with a break in enrollment may be required to complete a background check before resuming the program. Additional background checks and/or finger printing may be required by certain clinical sites.

**Students are responsible for all fees incurred with background checks and fingerprinting.**

Below is a list of offenses including but not limited to which may impact the ability of the student to be accepted into the program, complete the clinical requirements of the program, and be licensed in the State of Florida.

- (a) Section 415.111 relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
- (b) Section 782.04 relating to murder.
- (c) Section 782.07 relating to manslaughter.
- (d) Section 782.071 relating to vehicular homicide.
- (e) Section 782.09 relating to killing an unborn child by injury to the mother.
- (f) Section 784.011 relating to assault, if the victim of the offense was minor.
- (g) Section 784.021 relating to aggravated assault.
- (h) Section 784.03 relating to battery, if the victim of the offense was minor.
- (i) Section 784.045 relating to aggravated battery.
- (j) Section 787.01 relating to kidnapping.
- (k) Section 787.02 relating to false imprisonment.
- (l) Section 794.011 relating to sexual battery.
- (m) Chapter 796 relating to prostitution.
- (n) Section 798.02 relating to lewd and lascivious behavior.
- (o) Chapter 800 relating to lewdness and indecent exposure.

- (p) Section 806.01 relating to arson.
- (q) Chapter 812 relating to theft, robbery, and related crimes, if the offense is a felony. (See 812.014, 812.016, 812.019, 812.081, 812.133, 812.135, 812.14, 812.16).
- (r) Section 817.563 relating to fraudulent sale of controlled substances, only if the offense was a felony.
- (s) Section 826.04 relating to incest.
- (t) Section 827.03 relating to aggravated child abuse.
- (u) Section 827.04 relating to child abuse.
- (v) Section 827.05 relating to negligent treatment of children.
- (w) Section 827.071 relating to sexual performance by a child.
- (x) Section 847 relating to obscene literature.
- (y) Chapter 893 relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.

All records must be maintained in the programs' designated secure online screening system. Some clinical facilities require a copy of background checks of students in their facilities. All applicants also are required to disclose prior arrests on the program application. Failure to disclose information or falsifying the application will result in denial of enrollment in or dismissal from the specific program.

Backgrounds checks must be completely redone if the student is out of a health professions program for two major semesters or more. The student is responsible for all expenses associated with the background check process.

#### **Arrest While Enrolled in The Program:**

Any Nursing & Health Professions student who is arrested at any point during the program, must report it to their Program Director within 3 working days regardless of disposition of the charges. The student may need to submit to additional background checks at the student's cost. Failure to notify the Program Director may be grounds for dismissal from the program. After admission to the program, the student must remain free of the charges listed in the above state statutes. Failure to do so will result in dismissal from the program.

#### **DRUG SCREENING:**

##### **Purpose:**

The faculty of the State College of Florida Nursing & Health Professions Programs have the responsibility for ensuring that all students in the Nursing & Health Professions Programs are able to function safely and effectively while enrolled in the program. Students are not allowed in the classroom, laboratory or clinical areas under the influence of any chemical substance that may alter thinking or functioning. To promote and maintain this level of safe practice, all students accepted into a Nursing & Health Professions Program will submit to drug screening as a condition for remaining in the program.

The College complies with all drug testing policies and procedures of the clinical agencies which are used for student clinical experiences. The Nursing & Health Professions Programs have established specific procedures to assist students who have chemical impairments or addictions through referral to community resources.

***\*Nursing students, please refer to program specific information related to drug screening and the drug screening process in the Nursing Student Handbook.***

#### **General Standards:**

Testing may be done for any the following reasons:

1. Prior to clinical experience in the program.
2. Randomly throughout the program.
3. Reasonable cause
4. Post-incident/accident.

The following substances will be tested for:

1. Amphetamines
2. Barbiturates
3. Benzodiazapines
4. Cannabinoids (THC)\*
5. Cocaine
6. Ecstasy (MDMA)
7. Methadone
8. Opiates
9. Phencyclidine
10. Testing for other substances such as alcohol, may be required for reasonable cause.
11. Blood Alcohol testing may be required by specific clinical facilities.

**\*THC (marijuana) is part of the required 10-panel drug screen prior to admittance into any Health Professions Program at SCF. The passage of Florida-Amendment 2 does not overrule Federal Law, which states this is still an illegal substance. Students testing positive will not be allowed entrance into the program or may be dismissed from the program if tested while enrolled.**

**Procedures:**

All drug tests are done according to the specific guidelines of the National Institute on Drug Abuse and are subject to mandatory confirmation of any preliminary positive results.

**Preclinical Screening: For OTA, Dental Hygiene, PTA, and Radiography.**

1. The drug screen will be ordered through *CastleBranch* when instructed to do so by the program. They will be issued a specific collection site and date for completion of the test. Failure to report to the collection site in the time allotted, after ordered through *CastleBranch* will constitute a failed test.
2. The student must bring photo identification to the collection site for each drug screening.
3. The collection of the drug test specimens will be completed per the protocol of the collection site.
4. All results of drug testing will be returned directly to *CastleBranch* which is accessed confidentially by the Program Director of the specific Health Professions Program.

***\*Nursing students, please refer to program specific information related to drug screening and the drug screening process in the Nursing Student Handbook.***

**Random Screening:**

Random testing may be done at intervals throughout the Program. For this testing, a list of names will be generated in a random manner of all students enrolled in the Nursing & Health Professions Programs. Because of this random methodology, individual students may be tested a varying number of times. The testing procedures will be the same as for the preclinical screening.

**Reasonable Cause Screening:**

If at any time during a student's enrollment in a Nursing & Health Professions Program, the student's behavior leads to suspicion that the student may be chemically impaired, the faculty member/clinical instructor will report the observed behavior to the Program Director, who will direct the student to complete a reasonable cause drug screen.

Suspicious behavior may include, but is not limited to, slurred speech, unsteady gait, drowsiness, glassy eyes, personality or mood changes, alcohol smell on breath, altered thinking, inability to understand or follow through with instructions, and/or inappropriate behavior. The testing procedures will be the same as for the preclinical screening.

If at any time reports of suspicious behavior by a currently enrolled health professions student provide reasonable suspicion that a student may be chemically impaired; classroom/laboratory/clinical participation will be suspended. The Program Director may authorize that the reported student be sent for a reasonable cause drug screen. **As with preclinical testing, random screening and reasonable cause screening requires the student bring a picture ID to the collection site.**

#### **Procedure for Reasonable Cause Drug Screening**

- A. When a student is suspected of being chemically impaired, the faculty member/adjunct faculty/clinical instructor/fieldwork educator will report the observed behavior to the Program Director and remove the student from all classroom activities and/or direct patient contact.
- B. The Program Director or designee will send the student for a Reasonable Cause Drug Screening
  1. The Program Director or designee will contact and inform the student of the suspected impairment.
  2. The Program Director or designee may submit the drug screen order via CastleBranch or Complio (program specific), on the student's behalf or may instruct the student to log into CastleBranch or Complio (program specific) and order the Random Drug Screen.
  3. The Program Director or designee will contact the student's emergency contact on file with the program.
  4. The emergency contact will be instructed to pick the student up at the college/clinical site and escort them to the drug testing facility identified via the CastleBranch or Complio (program specific) order process.
  5. The student will have no more than 24 hours to complete the drug test from initial contact by the program director.
- C. Students with a positive drug screen will be dismissed from the program immediately. Each of the following will constitute a positive screen:
  1. A confirmed positive screen to which the student is unable to provide a reasonable explanation or satisfactory documentation from the student's physician.
  2. Failure to order the Random Drug Screen on CastleBranch or Complio (program specific) when instructed.
  3. Failure to show/complete the screening at the collection site.
  4. Failure to complete the drug screen within 24 hours of initial contact by the Program Director or Designee.
  5. Refusal to submit to testing as listed in the Nursing & Health Professions Programs Student Handbook.
- D. The Cost of the Reasonable Cause Drug Screen will be paid for by the Program.

**Refusal to Submit to Testing:**

Refusal to submit to testing is a violation of the Division's Drug Screening policy and will result in immediate dismissal from the program. The following behaviors constitute a refusal:

Refusal to submit is exemplified by but not limited to:

- a. refusal to appear for testing
- b. failure to remain at the testing site until the testing process is complete
- c. failure to provide a urine specimen
- d. in instances of observed or monitored collection failure to allow observation or monitoring
- e. refusal to sign the testing form
- f. failure to take a second test as directed
- g. failure to cooperate in the testing process
- h. performing any actions which prevent the completion of the test
- i. inability to provide sufficient quantities of urine to be tested without a valid medical explanation
- j. failure to undergo a medical examination or evaluation when directed
- k. tampering with, attempting to adulterate, adulteration or substitution of the specimen, or interference with the collection procedure
- l. failure to report to the collection site in the time allotted, after ordered through CastleBranch or Complio (program specific)
- m. failure to order drug test via CastleBranch or Complio (program specific)

**Positive Results:**

Students will be given a reasonable opportunity to explain a confirmed positive test result to the medical resource officer of CastleBranch or Complio (program specific). If the explanation is unacceptable and/or cannot be satisfactorily documented by the student's physician, the student will be dismissed from the program and will be referred to a treatment resource.

**Appeal Process:**

Students wishing to address any concerns about the drug screening policies or procedures of the College may follow the Student Conflict Resolution procedures as outlined in the SCF Student Handbook.

**Post-Treatment Readmission Policy:**

Students who have successfully completed a treatment program may petition the Program Director of the specific program for consideration for readmission to the program. Readmission will be on a space available basis in the next admission cycle. All petitions will be considered individually, and random screening may be required throughout the program if the student is readmitted. In any case, the general readmission policies of the College and the individual Health Professions program must be followed.

**Safety Sensitive Precaution:**

The purpose of this policy is to establish procedures to ensure the safety of those in the care of students taking prescription medications, who are enrolled in professional courses in the Nursing & Health Professions Programs at the State College of Florida.

The student shall, when drugs are prescribed by a medical professional, inquire of the prescribing professional whether the drug prescribed has any side effects which may impair the student's ability to participate safely in the responsibilities expected of them as a Health Professions student entrusted with the care of clients. If the answer from the medical professional is "yes", the student shall obtain a statement from the medical professional indicating any work restrictions and their duration and provide this to the Program Director along with a completed copy of the Safety Sensitive Precaution Form prior to going on duty.

If at any time, an instructor believes that a student is impaired in any way from prescription or nonprescription drugs that may jeopardize the safety of clients; classroom/laboratory/clinical participation will be suspended from the program until a satisfactory medical release is received.

### **ALCOHOL AND OTHER DRUG ABUSE PREVENTION ASSISTANCE AT SCF**

SCF values the health and welfare of its students and employees. Alcohol and other drug abuse (addictions) are recognized as treatable diseases. The administration of SCF, as part of its policy to maintain a drug-free campus, desires to:

- Help students identify alcohol and other drug misuse/abuse at the earliest possible stage.
- Educate students regarding signs and symptoms of addiction.
- Motivate students to seek intervention from the most qualified resources available on campus and in the community.
- Recognize that students who experience concerns with alcohol and other drug misuse/abuse are entitled to the same respect, confidentiality of intervention services and records handling as those who experience other medical concerns or conditions that may impair work performance.

Students who self-identify problems with alcohol and other drug misuse/abuse are encouraged to contact the office of the Dean of Students. A trained professional will assist in the assessment of the problem and provide information regarding appropriate services available on campus and/or within the community. All information will be held in the strictest confidence and will not be revealed to anyone except by the individual's written consent in accordance with federal guidelines of confidentiality. This service is voluntary, free and confidential.

### **CASTLEBRANCH (BACKGROUND CHECK, RECORD MANAGEMENT AND DRUG SCREENING):**

For Dental Hygiene, Occupational Therapy Assistant, Physical Therapist Assistant, & Radiography Programs

***\*Nursing students, please refer to program specific information related to Background Check, Record Management and Drug Screening***

To improve the efficiency and time constraints of the background check and drug testing process, the SCF Health Professions Programs have contracted with CastleBranch. CastleBranch coordinates ALL aspects of background check items utilizing Live-Scan fingerprinting as well as collaborating with companies that assist with the forms/paperwork needed for clinical/practicum courses that are a part of all curriculums.

Information related to the initial background checks and related items will be disseminated at the time of Program Admission/Orientation. Information pertaining to subsequent background checks while enrolled in the program will be disseminated by specific programs as required to maintain program compliance.

#### **Process:**

The student will be provided with instructions with a specific program package identified. The student will proceed to <https://discover.castlebranch.com/> and follow the directions entering the program code.

The student will proceed through the registration process, reading all the links and references to proceed to further sections until it says you are complete.

For help contact, CastleBranch at 888-723-4263 or at <https://discover.castlebranch.com/>.

Complete all items by the established deadlines communicated to you by the program, in addition to the stated timeframes in the Health Portals. **Failure to complete requirements within the required timelines may result in dismissal from the program.**

Background checks will be reviewed by the Program Directors or designee. It is the student's responsibility to double-check that all requirements have been completed by the assigned deadlines. Students are responsible for the cost occurred from all checks and screenings.

#### **BASIC LIFE SUPPORT CERTIFICATION (CPR):**

Students enrolled in the Nursing & Health Professions Programs are required to be certified by American Heart Association in Basic Life Support for the Health Care Provider, including AED. Certification must be valid while enrolled in the program through graduation. Documentation will be submitted by the student to the designated secure online screening system upon completion within the designated time frame.

#### **PUBLIC SAFETY:**

##### **Campus Health, Wellness and First Aid**

State College of Florida is vitally concerned about the safety and well-being of our students, faculty, staff and visitors who participate in the many activities which SCF sponsors. A college campus is a great place to learn and grow, but a college campus, like any other community, has its share of crimes and injuries. Although the College does not experience a significant number of criminal acts, we encourage everyone to be aware of potential problems and ask that you join the effort to make SCF a safe and secure environment for everyone. As required by the 1990 Jeanne Clery Campus Security and Awareness Act, campus crime statistics are available to anyone, upon request, through the Department of Public Safety/Security Services or via a link on the SCF website. State College of Florida, Manatee-Sarasota continues a tradition of providing a safe and secure educational environment. The College maintains Public Safety Services 24-hours per day and is available to respond to any security related request or emergency. College Security also provides many other services to our students, staff and visiting community.

Additional information regarding campus safety can be found in the SCF Student Handbook and Planner or the *Public Safety* page on the college's website:

[www.scf.edu/Administration/PublicSafety/default.asp](http://www.scf.edu/Administration/PublicSafety/default.asp)

Additionally, the college utilizes a mass notification system which sends time-sensitive messages via phone, email and text messaging to students, faculty and staff. More information regarding the mass notification system and guides to various emergencies can be found on the *Emergency/Safety Procedures & Notification Systems* page on the college's website: <http://www.scf.edu/Administration/PublicSafety/emergency.asp>

SCF Bradenton: 941 752 5550 or x 65550

SCF Venice: 941 408 1550 or x 61550

SCF Lakewood Ranch: 941 363 7155 or x 67155



# Emergency Response Guide

## EMERGENCY PHONE & GENERAL PRINCIPLES

**SCF Public Safety & Security 941-752-5550 or ext. 65550**

**PROTECT  
YOURSELF**

**WHEN  
CALLING:**

- Tell dispatcher your location - Building \_ Room Number
- Answer all the dispatcher's questions and do NOT hang up until told to do so.
- Follow all directions given by emergency personnel.



## CRIMINAL ACTS/SUSPICIOUS ACTIVITY

- Call SCF Public Safety & Security, 941-752-5550 or ext. 65550



## ACTIVE SHOOTER

**911**

**RUN**

**CALL 911,**

then SCF  
Public Safety & Security

**HIDE**

**FIGHT**



## MEDICAL EMERGENCY

**911**

**CALL 911**

If trained,  
begin First Aid

Call SCF  
Public Safety & Security  
941-752-5550 or ext. 65550



## FIRE ALARM OR ACTUAL FIRE

**911**

Fire in  
Building

Evacuate  
Area & Pull  
Fire Alarm

Use  
Nearest Exit  
or Alternate  
Safe Route

**CALL  
911**

Call from  
assembly point  
or neighboring  
building.\*

Fire Alarm  
Strobes

Evacuate  
Area

Do NOT use  
elevators

\* Stay 500 ft. away from building. Do NOT return to the building until ALL CLEAR is given.



## NATURAL DISASTER/SEVERE WEATHER

Natural  
Disaster or  
Severe  
Weather  
e.g., tornado

**WARNING**  
Severe weather  
has been sighted

**WATCH**  
Conditions favor severe  
weather development

Seek  
Appropriate  
Shelter  
Monitor Weather  
Broadcasts

**AVOID**  
- Windows  
- Large rooms  
- Elevators <sup>16</sup>

# Emergency Response Guide

## EMERGENCY PHONE & GENERAL PRINCIPLES

**SCF Public Safety & Security 941-408-1550 or ext. 61550**

**PROTECT YOURSELF**

**WHEN CALLING:**

- Tell dispatcher your location - Building \_\_\_\_\_ Room Number \_\_\_\_\_
- Answer all the dispatcher's questions and do NOT hang up until told to do so.
- Follow all directions given by emergency personnel.



## CRIMINAL ACTS/SUSPICIOUS ACTIVITY

- Call SCF Public Safety & Security, 941-408-1550 or ext. 61550

## ACTIVE SHOOTER

**911**



**RUN**

**CALL 911,**

then SCF  
Public Safety & Security

**HIDE**

**FIGHT**



## MEDICAL EMERGENCY

**911**

**CALL 911**

If trained,  
begin First Aid

Call SCF  
Public Safety & Security  
941-408-1550 or ext. 61550



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**CALL 911**

Call from  
assembly point  
or neighboring  
building.\*

Fire Alarm  
Strobes

Evacuate  
Area

\* Stay 500 ft. away from building. Do NOT return to the building until ALL CLEAR is given.



## NATURAL DISASTER/SEVERE WEATHER

Natural  
Disaster or  
Severe  
Weather  
e.g., tornado

**WARNING**  
Severe weather  
has been sighted  
**WATCH**  
Conditions favor severe  
weather development

Seek  
Appropriate  
Shelter  
Monitor Weather  
Broadcasts

**AVOID**  
- Windows  
- Large rooms  
- Elevators

# Emergency Response Guide

## EMERGENCY PHONE & GENERAL PRINCIPLES

**SCF Public Safety & Security 941-363-7155 or ext. 67155**

**PROTECT YOURSELF**

**WHEN CALLING:**

- Tell dispatcher your location - Building \_\_\_\_\_ Room Number \_\_\_\_\_
- Answer all the dispatcher's questions and do NOT hang up until told to do so.
- Follow all directions given by emergency personnel.



## CRIMINAL ACTS/SUSPICIOUS ACTIVITY

- Call SCF Public Safety & Security, 941-363-7155 or ext. 67155

## ACTIVE SHOOTER

**911**



**RUN**

**CALL 911,**  
then SCF  
Public Safety & Security

**HIDE**

**FIGHT**



## MEDICAL EMERGENCY

**911**

**CALL 911**

If trained,  
begin First Aid

Call SCF  
Public Safety & Security  
941-363-7155 or ext. 67155



## FIRE ALARM OR ACTUAL FIRE

**911**

Fire in  
Building

Evacuate  
Area & Pull  
Fire Alarm

Use  
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elevators

**CALL 911**

Call from  
assembly point  
or neighboring  
building.\*

Fire Alarm  
Strobes

Evacuate  
Area

\* Stay 500 ft. away from building. Do NOT return to the building until ALL CLEAR is given.



## NATURAL DISASTER/SEVERE WEATHER

Natural  
Disaster or  
Severe  
Weather  
e.g., tornado

**WARNING**  
Severe weather  
has been sighted  
**WATCH**  
Conditions favor severe  
weather development

Seek  
Appropriate  
Shelter  
Monitor Weather  
Broadcasts

**AVOID**  
- Windows  
- Large rooms  
- Elevators

**INJURY/ACCIDENT PROCEDURE:**

Any student who sustains an injury or who is involved in an accident or unusual incident during a scheduled classroom, laboratory or clinical assignment **MUST** adhere to the following procedure:

1. Immediately notify the program faculty and/or designated personnel of the clinical facility when an injury/unusual incident has occurred.
2. Contact SCF Security. Complete the SCF **AND** clinical facility's incident reports and any other necessary documents.
3. Seek medical treatment, if required or recommended
4. The Student may be required to obtain a physician's release, if the injury/accident could potentially interfere with classroom, laboratory and clinical activities.
5. Student will submit all medical documentation and proof of payment to the Director of Business Services.

**Nursing & Health Professions students are reminded that payment for emergency or medical treatment is the student's responsibility. Paperwork must be completed to determine eligibility for accident insurance reimbursement.**

Please note that the accident insurance provided by the college is excess coverage over any other collectable insurance.

**LIABILITY INSURANCE:**

SCF provides a group professional liability policy on all Nursing & Health Professions students and a separate limited accidental health policy for all Nursing & Health Professions students paid for by student fees. This policy is only effective for incidents which occur in classroom, laboratory, and at clinical sites.

**PREGNANCY:**

For the safety and welfare of the unborn child and mother, determination of the appropriateness of the student continuing in the program will be based on recommendations from the student's physician and program faculty. After learning that the student is pregnant and, if the student elects to notify the appropriate Program Director, the student will be asked to obtain a medical release from the student's physician which includes any precautions. A medical release must also be provided for the student to return to the program following delivery. Forms can be obtained from the Program Director.

When a student notifies the program of a current pregnancy, program faculty may review course objectives and the student's ability to progress in the program based on the student's level and the remaining program objectives and demands. Students are advised that pregnancy may interfere with required attendance and/or ability for the student to meet the required program objectives which may delay completion of the program.

**In Nursing & Health Professions Programs where students may be exposed to radiation, students must adhere to additional requirements as outlined in the program policies.**

## COMMUNICABLE DISEASE POLICY:

**Purpose:** This policy has been adopted to protect the rights of and to ensure the safety of the infected individual and all those with whom the student interacts.

**Definitions:** An *infected* individual, as defined in this policy, means an individual who is diagnosed as having a communicable disease.

*"All those with whom he/she interacts"* means all interactions between the infected individual and other persons in the following areas: classrooms; laboratories; clinical areas; office suites.

### Procedure:

1. Infected individuals who determine that their medical condition may pose a risk to patients or others and/or who are unsure of their ability to perform essential functions as students **SHALL IMMEDIATELY NOTIFY** the Program Director of the specific health professions program.
2. After conferring with the Program Director, the student may be requested to obtain a letter from the student's physician stating precautions that must be taken to prevent risk to others. The student may be re-admitted to the clinical assignment or classroom based on the written recommendation of the physician.
3. Each infected person's situation will be considered individually, and decisions will be "based on reasonable medical judgments given the state of medical knowledge" about the nature of the risk, the length of time a carrier has been infectious, the potential harm to others, and the probability of the disease's transmission. This decision shall be made by the infected individual, the student's physician, the specific Program Director, the Dean of Nursing and Health Professions and any other persons deemed appropriate.
4. The Nursing & Health Professions Program faculty will make reasonable efforts to accommodate infected individuals with the understanding that regulations set forth by the clinical affiliates must be considered.
5. The infected individual is assured of confidentiality in accordance with state and federal requirements.
6. The Program Director reserves the right to initiate contact with an individual who exhibits behavior which may pose an imminent risk to others or who may be unable to perform as a student.

## EXPOSURE CONTROL PLAN FOR STUDENTS:

This plan is intended to apply to all Nursing & Health Professions students and follows the current Department of Labor Occupational Safety and Health Administration (OSHA) Occupational Exposure to Bloodborne Pathogens Final Standard.

### Students Subject to Occupational Exposure:

This includes students who are reasonably anticipated to have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials as a result of the performance of the individual's duties. Other potentially infectious materials include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid which is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; any unfixed tissue or organ (other than intact skin) from a human (living or

dead); HIV-containing cell or tissue cultures, and HIV or HBV containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

**Classifications in Which Students May be Exposed:**

Exposure Tasks and Procedures That Are Performed by Students in Above Classification Include but not limited to the Following:

1. Direct patient care and radiological procedures in clinical facilities in the clinical and laboratory Health Professions courses.
2. Accidental needle sticks involving demonstrations and student practice in SCF Health Professions Laboratories.
3. Direct patient care in the SCF Dental Hygiene Clinic.

**Procedures for Handling Incidents/Methods of Compliance:**

1. *Exposure at a clinical setting:* Health Professions students shall follow the exposure plan prescribed by the health care facility **and** the SCF Health Professions Program Injury/Accident Procedure.
2. *Exposure in Health Professions Laboratories and on SCF campuses:* Health Professions students will follow the SCF Nursing & Health Professions Programs Injury/Accident Procedure.
3. *Exposure in the SCF Dental Hygiene Clinic:* Dental hygiene students will follow the SCF Nursing & Health Professions Programs Procedure **and** the *program specific procedure* for follow-up with the patient involved in the exposure.

**Methods of Compliance:**

1. Standard and Transmission-Based Precautions shall be observed to prevent contact with blood or other potentially infectious materials. The student is expected to use, as needed, appropriate personal protective equipment (PPE), such as, but not limited to, gowns, disposable hypoallergenic gloves, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices for occupational exposure on the SCF campuses. The clinical agencies shall provide personal protective equipment for occupational exposure in the clinical areas.
2. Personal protective equipment should be disposed of in a designated area or container for storage, washing, decontamination or disposal, whichever is appropriate.
3. The student shall wash hands and any other skin with soap and water, or flush mucous membranes with water immediately after removal of gloves or other personal protective equipment, or as soon after as feasible, following contact with blood or other potentially infectious materials.
4. If the incident involved contaminated needles or other sharps, they should be disposed of immediately or as soon as possible after use, in an appropriately labeled, puncture resistant, leak proof container. If the sharp is a dental hygiene instrument, it should be cleaned and sterilized according to program procedures.
5. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where there is reasonable likelihood of occupational exposure.

**Training Requirements:**

All Nursing & Health Professions students shall participate in a training program included in program course work:

1. Prior to the time of initial assignment to tasks where occupational exposure may take place.
2. At least annually thereafter.
3. Whenever modification of tasks or procedures or institution of new tasks and procedures affect the student's occupational exposure. The additional training may be limited to addressing the new exposure created.

The training program shall include, but not be limited to:

1. Reviewing the OSHA regulations regarding occupational exposure to bloodborne pathogens for which this Plan has been written.
2. A general explanation of the epidemiology and symptoms of bloodborne diseases.
3. An explanation of the modes of transmission of bloodborne pathogens.
4. A copy of and an explanation of the SCF's Exposure Control Plan for Students.
5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and the use of personal protective equipment.
7. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
8. An explanation of the basis for selection of personal protective equipment.
9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, and the benefits of vaccination.
10. Information on the post-exposure evaluation and follow-up that the student should do after an exposure incident.
11. An opportunity for interactive questions and answers.

**Record Keeping:**

Training records for all students shall be kept on file in the specific Program Files. These records shall include the:

1. Dates of the training sessions
2. Summary content of the training sessions
3. Names and qualifications of the persons conducting the sessions
4. Names of the students attending the sessions

Training records shall be maintained for 3 years from the date on which the training occurred.

SCF shall make these training records available upon request, for examination and copying, to students, representatives of clinical agencies, the Program Director, and the Program Secretary in accordance with 29 CFR 1910.20.

**Post-Exposure Evaluation and Follow-up:**

Following a report of an exposure incident, the student should pursue a confidential medical evaluation and follow-up including, but not limited to:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident took place.
2. Identification and documentation of the source individual, unless it is infeasible or prohibited by law.
3. Testing of source individual's blood as soon as feasible after consent is obtained to determine HBV or HIV infectivity, unless infectivity of source person is known or if testing is prohibited by law.
4. Results of the source individual's testing shall be made available to the exposed student, and the student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
5. Exposed student's blood should be collected as soon as feasible and tested after consent has been obtained. If baseline blood is collected, but consent for HIV serologic testing is not obtained, the sample should be preserved for at least 90 days for possible testing if the student subsequently reconsiders.

The student shall obtain and provide the Program Director of the Nursing & Health Professions Programs, a copy of the written report of the evaluating health care professional within 15 days of completion of the evaluation.

The health care professional's opinion shall be limited to stating that the exposed student has been informed of the results of the evaluation, and that the student has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment. All other findings and evaluations will remain confidential and shall not be included in the written report.

**Medical Records:**

SCF shall establish and maintain an accurate record for each student with occupational exposure. This record shall include:

1. A copy of the student's vaccination status including the dates of all vaccinations and any medical records relative to the student's ability to receive vaccination.
2. A copy of all results of recommended examinations, medical testing, and follow-up procedures.
3. SCF's copy of the health care professional's written opinion.

SCF shall maintain complete confidentiality of the student's medical records and will not disclose or report information contained in them without the student's express written consent to any person within or outside the workplace except as required by 29 CFR 1910.20 (E) (iv), or as may be required by law.

**Revision of Plan:**

The Exposure plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised student positions with occupational exposure.

Reviewed: 1993-1999, 2001, 2007, 2008, 2009, 2012, 2013, 2014, 2016, 2017, 2018, 2019, 2020  
Revised June 2000, June 2002, May 2003, April 2004, June 2006



**PROBATION POLICY:**

Probation is a period of time designated by the faculty during which a student who has not been making satisfactory progress in a particular health professions course will be given an opportunity to correct deficiencies and to demonstrate satisfactory performance.

**Purpose:** The purpose of probation is to formally recognize that a student is not making satisfactory progress. A student will be placed on probation **ONLY** if there is adequate time for the student to remediate and demonstrate consistent satisfactory performance during that semester.

**Conditions:** The conditions of probation are intended to:

1. Recognize unsatisfactory performance at the earliest date.
2. Provide guidance and counseling.
3. Give the student an opportunity to correct deficiencies and to demonstrate satisfactory performance.

**Reasons:** The reasons for probation will be given to the student in writing along with the requirements for removing this designation. In certain circumstances, the designation may remain in effect for the remainder of the program. Reasons for probation may include, but are not limited to:

1. Failure to make satisfactory progress in meeting course requirements for the classroom, laboratory or clinical courses.
2. Unsatisfactory student behavior and/or performance.
3. Failure to follow program policies and procedures.
4. Failure to demonstrate acceptable professional behaviors.
5. Behaviors and/or actions in the clinical setting that put patients at risk.

**Procedure:** Faculty will complete a *Notification of Probation* form identifying:

1. Reasons for probation.
2. Requirements for removal of probation when applicable.
3. Expected behaviors, skills, actions, etc. to be observed while on probationary status.
4. Learning resources and assistance available.
5. Date by which requirements for removal of probation must be met.

Faculty will meet with the student to confirm the student's understanding of the situation. Student progress will be monitored by faculty, including appropriate documentation. Upon completion of the requirements for removal of probation, the probationary status will be re-evaluated. Failure to meet the requirements for removal of probation may result in failure of the course and/or dismissal from the program.

## **PROFESSIONAL BEHAVIOR EXPECTATIONS:**

### **Program Expectations:**

Nursing & Health Professions Programs prepare the individual student for entry into a specific health care profession. In preparation for entry as a member of a profession, certain standards of behavior and conduct will be expected of the student in the classroom, laboratory and the clinical areas. Students will be expected to keep commitments, to be punctual and prepared for all learning experiences, and to actively participate in the learning process. Appropriate professional behavior is a requirement for successful completion of these programs. Student must abide by the Student Code of Conduct as stated in the SCF Student Handbook and planner and the specific health professions program handbook.

### **Social Media:**

Students using Social Media related to any activities associated with program must do so responsibly. The student should be aware there is no way to erase digital content and inappropriate use of social media can impact your personal and professional reputation as well as the reputation of the college and program.

Posting of information relative to confidential patient/client information, patients/clients and their families, clinical sites and activities, technologies, faculty, classmates and didactic course content is considered an ethical breach of confidentiality and is in direct violation of FERPA and/or HIPAA. This includes the posting of written materials and photographs/videos. Students must use discretion as to avoid FERPA and/or HIPAA violations. Inappropriate use of social media may result in dismissal from the program. Expectations include but are not limited to the following: Respecting the privacy of all members of the class, respecting the diversity and opinions of all instructors and all members of the class, no use of threatening, harassing, sexually explicit language or discriminatory language or conduct that violate state or federal law or SCF policies. Use proper language in all communications.

### **Classroom, Laboratory and Clinical Experiences:**

Each classroom, laboratory and clinical experience provides a valuable opportunity for learning. A patient's/client's health and well-being depends on the implementation of knowledge acquired in the learning process. Attendance is expected for all scheduled classroom, laboratory and clinical experiences. Should an absence be unavoidable, it is the student's responsibility to contact course faculty. Students are responsible for all content covered during periods of absences.

Refer to the specific program handbook section for specific program requirements.

## **CONFIDENTIALITY:**

Students shall strictly maintain the confidentiality of all patient/client information, whether personal or medical, as well as keep confidential any information related to the clinical facility. Health professions students must clearly understand and fully agree, **under penalty of law**, that they will never inappropriately access, disclose or reveal in any way, either directly or indirectly, **any** information from a patient's/client's record or related to the care and treatment of any patient/client, except as needed, to authorized clinical staff. The student further agrees not to reveal any confidential information about the clinical facility to any third person. Case studies used in class must be free of any patient/client identification including protected health information, photography and video. Violations of confidentiality may result in dismissal from program and criminal charges.

## ELECTRONIC DEVICE ETIQUETTE:

The use of electronic devices (cell phones, tablets, smart watches, laptops, wearable smart technology, and other mobile devices) in the classroom is determined by the course faculty member. Each faculty member determines the acceptable use of electronic devices in the classroom.

Students must refrain from the use of electronic devices in the clinical settings for personal use regardless of what other staff/employees are observed to be doing. Devices may be used for patient/client care, education or as required to meet clinical expectations as per the facility policies. Failure to follow the electronic device policy may result dismissal from program.

## UNIFORM DRESS CODE:

The personal appearance and demeanor of the health professions students at SCF reflect the college and program standards and are indicative of the student's interest and pride in the profession. Students are expected to maintain a proper appearance in the clinical environment as designated by the health professions program. **Failure to follow the uniform guidelines may result in the student being sent home and a clinical absence recorded.** Continued violation of the dress code policy may result in probation or dismissal from the program. The following are applicable to all health professions students:

1. The designated name tag must be worn.
2. Hair must be clean, neat and controlled in a conservative style to maintain asepsis. Unobtrusive and conservative hair ornaments may be worn as needed. Hair color must be within a natural range of color.
3. Nails are approximately fingertip length and clean. **Artificial nails and nail polish are not allowed in any clinical setting to prevent bacteria growth and maintain infection control.**
4. Beards and moustaches must be neatly trimmed.
5. Make-up may be worn in a conservative fashion.
6. A functioning watch with the capability of measuring seconds must be worn.
7. Jewelry may be worn but must be unobtrusive and conservative. Note that bracelets, necklaces, looped or dangling earrings may be pose a hazard to the student during patient/client care and may be prohibited in the clinical setting.
8. Other body piercings/jewelry may need to be removed based on facility policy.
9. Visible tattoos may require covering while in uniform based on the policy of the clinical facility or if considered potentially offensive to patients, at the discretion of the program faculty.
10. Perfume/Aftershave/Essential oils/Scented lotions should be used in moderation. There may be no other distinct odor to the student.
11. Personal hygiene must be maintained at all times because of the close personal contact with patients.
12. Uniforms and apparel worn to the clinical facilities must be cleaned and pressed.
13. Undergarments must be worn and not be visible.
14. Gum chewing in uniform is not permitted.
15. Socks and professional shoes are required. Solid color athletic shoes **with minimal logos or insignias** may be worn. Clog-type shoes or shoes with open backs of any kind are not permitted. Heels and toes must be totally enclosed. All shoes and laces are to be neat, clean and tied.
16. Yoga pants, leggings, gym and workout attire are not appropriate for clinical setting.
17. Smoking is not permitted in uniform. In addition, a student who has an odor of smoke which may be offensive to patients, as determined by the Clinical Instructor, may be sent home and an absence recorded.

## **SPECIFIC PROGRAM UNIFORM REQUIREMENTS:**

### **Dental Hygiene**

Scrub tops and pants in grey with appropriate SCF embroidery  
Plain white or black socks  
White or black clinic shoes

### **Nursing**

Scrub tops and pants in grey with appropriate SCF embroidery  
Plain white or black socks  
White or black clinic shoes

### **Occupational Therapy Assistant**

Navy, Khaki or black slacks (no denim)  
OTA program shirt  
Socks  
Shoes or sneakers

### **Physical Therapist Assistant**

Navy, khaki, or black slacks (no denim)  
PTA program shirt  
Socks  
Shoes or sneakers

### **Radiography**

Scrub tops and pants (color announced yearly) with appropriate SCF embroidery  
Socks  
Dosimeter and initialed lead markers  
White cardigan sweater may be worn if clean and in good condition  
Scrub jackets may be worn if color coordinated with scrubs  
Black or white solid color shoes or sneakers  
Optional white or black solid color long sleeve shirt under uniform is acceptable  
Clinical Log Book

Due to the close proximity that exists between patient and radiographer, dangling jewelry shall not be worn.

## **PROFESSIONAL ORGANIZATIONS:**

Students are encouraged to join their respective professional society or association. Membership has benefits such as regularly published journals and annual meetings where health care professionals gather to share new and valuable information. For more information about national, state, and local societies and associations, contact your program's faculty.

## **STUDENT CLUBS – FUNDRAISING ACTIVITIES:**

Student clubs who wish to hold fund-raising activities to support professional activities and/or travel to state or national meetings must follow College policies for fund raising including getting permission for the activity through the Office of Student Life. All funds that are raised must be immediately deposited in the designated program student account through the College Business Office. Approval to withdraw and use the funds must be obtained from the Program Director/Faculty Advisor. Health professions program clubs are limited to students currently enrolled in the programs. Club information can be located on the SCF Student Life webpage at: [www.scf.edu/student-services/StudentLife/](http://www.scf.edu/student-services/StudentLife/)

## **CODES OF ETHICS:**

All health professions practitioner function under specific legal and ethical guidelines. Students are expected to adhere to the guidelines of their specific practice area.

## **DISCRIMINATION:**

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, 5840 26th St. W., Bradenton, FL 34207.

## **SAFE HARBOR AT SCF-TITLE IX RESOURCES:**

State College of Florida, Manatee-Sarasota (SCF) strives to provide a community where safety, equality, respect and healthy relationships are valued. SCF fosters a campus environment that is free from intimidation, and one in which students may be educated to their fullest potential. SCF will not tolerate sexual assault, dating violence, domestic violence, stalking, and any form of sexual harassment from students, faculty, staff, volunteers, visitors, or any persons whether online, or at any College campus, or sponsored event. SCF also encourages the college community to report incidences that relate to these offenses.

If you are in need of emergency assistance, please contact 911, non-emergency please contact the SCF Public Safety Department at (941) 752-5550, Bradenton Campus. (941) 408-1550, Venice Campus. (941) 363-7155, Lakewood Ranch Campus (7am-10pm, Mon-Fri).

Title IX Coordinator: Jaquelyn McNeil, Dean of Students. 941-752-5267 Bradenton Campus Building 1, Room 127

Title IX Deputy Coordinators:

- STAFF AND FACULTY CONTACT: **Gloria M. Tracy** at (941) 752-5506
- STUDENT CONTACT:  
**Dr. Brenda Pinkney** at (941) 752- 5429 | Bradenton Campus

**Dale Drees** at (941) 752- 5345 | Bradenton Campus

**Dr. April Fleming** at (941) 363-7265 | Lakewood Ranch Campus

**Heather Shehorn** at (941) 408-1416 | Venice Campus

**William Graydon** at (941) 408-1446 | Venice Campus

- SCF COLLEGIATE SCHOOL STUDENT CONTACT: **Karen Peck** at (941) 752-5583

**Title IX Coordinator:** The Education Amendments of 1972, which prohibits discrimination on the basis of gender under any athletic, education program, services and activities. Contact the Title IX Coordinator/Deputy Title IX Coordinators to discuss your complaint/grievances pertaining to gender.

<http://www.scf.edu/StudentServices/StudentLife/TitleIX/default.asp>

## **CONFLICT RESOLUTION POLICY:**

**Student Request for Conflict Resolution as Related to Academic Matter:** (Rule 6HX14-4.14 / Procedure 4.14.01)

Students who feel they have been penalized erroneously for an academic ethics infraction or think that the sanction imposed is inappropriate may, within 10 working days of notification of academic sanction, appeal the matter through Procedure 4.10.01: Student Request for Conflict Resolution as Related to Academic Matters.

### **A. Definition:**

For purposes of this procedure a “conflict” or “complaint” is defined as the allegation by an State College of Florida, Manatee-Sarasota student in such instances where the student finds it necessary to secure a resolution to an academic concern including, but not limited to, a perceived inequity concerning his or her academic standing, or where the academic requirements of the course, program, or College are perceived by the student to have been inappropriately interpreted and/or applied to him or her.

### **B. Purpose and Conditions for a Conflict Resolution Procedure**

State College of Florida (SCF) strives to maintain a professional work and academic environment where all students, staff, faculty and other members of the collegiate community are treated with respect and dignity. The goal of the College is to provide an academic and institutional climate that is conducive to learning and working productively. To that end, the purpose of this Student Request for Conflict Resolution Procedure is to:

1. Provide students with a complaint mechanism for their perceived conflicts/complaints.
2. Assure students that there will be no retaliation for pursuing the resolution of their conflict/complaint under the procedure.
3. Provide student with:
  - a. Assurance that policies are applied consistently and equitably.
  - b. An effective method to present concerns to faculty and administration for resolution internally.
  - c. A process that provides a prompt, thorough and impartial investigation.
  - d. The potential for resolution at the lowest level possible.
  - e. Assurance that confidentiality will be maintained to the extent possible within legal requirements.

The burden of proof needed to substantiate the merits of an academic complaint shall rest with the student. Therefore, the student must demonstrate:

- a. the presence of a wrong or loss;
- b. that the specific alleged incident caused damage;
- c. that there is a remedy available to right the wrong.

Examples of the above may include, but are not necessarily limited to, situations where students feel that they received an inappropriate grade in a particular course or academic policy was misapplied. They do not include questions concerning admission to a program or a specific course selection.

In keeping with the intent and spirit of this Procedure, it is incumbent upon all parties involved to show respect, civility, restraint, and professionalism in their efforts to resolve complaints. It is incumbent upon faculty members and students to arrange meetings and conferences with each other in good faith and to communicate decisions within established time frames to all concerned parties.

### C. Conflict Resolution policy

#### General Guidelines

1. Students are encouraged to direct their concerns to the faculty member with whom their complaint exists. However, in the event that these efforts fail, the *Conflict Resolution Procedure* provides guidelines and procedures for resolving the conflict.
2. This Procedure is not to be used for complaints of admission. These concerns are to be directed to the College Registrar, and subsequently to the College Admissions Committee.
3. This Procedure is not to be used for complaints of *alleged discrimination or sexual harassment*. These concerns are to be directed to the College Equity Officer, and subsequently another College Procedure for resolution.
4. This conflict resolution process may only be initiated by the affected student and not by third parties in a representative capacity.
5. Students, faculty, and supervisors are encouraged to communicate directly and openly to resolve conflicts at the lowest possible level. However, a designated College counselor acting in the capacity of *student advocate* may serve as an additional resource for the student during the resolution process.
6. The time limits provided in this Procedure shall be strictly observed by all parties, unless extended by written agreement of the parties. The number of days indicated at each step will be considered as the maximum and every effort will be made by the parties to expedite the process. Failure of the student to process the conflict/complaint within the time limits herein provided shall result in the dismissal of the complaint. Failure of faculty, supervisory employees or the administration to process the complaint within the time frames provided shall entitle the student to proceed to the next step of the Procedure.
7. The written conflict/complaint of the student must state pertinent facts in enough detail to enable an otherwise uninformed third-party to determine from the document the academic conflict/complaint requiring resolution, assuming the truth of the facts as stated. The written explanation of the conflict/complaint must specify with particularity the relief sought by the student.

8. In each of the procedure steps, working days shall be defined as any day the College is open for business and shall EXCLUDE Saturdays, Sundays, and any holiday the College has published as “College Closed,” and in emergency closings.

D. Conflict Resolution Procedure

It is the College’s intent to be responsive to its students and their concerns; therefore, the following conflict resolution procedure has been established.

Step One – Informal Procedure

- a. The student and faculty member(s) will meet within ten (10) working days from when the conflict/complaint or sanction imposed occurred; unless the situation warrants immediate attention.
- b. The faculty member will take a positive approach, explain the reasons for any action, grade, or policy which may have contributed to the conflict/complaint, and find a mutually agreeable solution.
- c. In the case of a final grade, the request for a conference must be made in writing by the student within ten (10) working days from the first day of class of the following semester (Fall, Spring, Summer). Within ten (10) working days of receipt of the student’s request, the faculty member, or if unavailable, the faculty member’s Department Chair, must hold the conference with the student.
- d. The goal of both parties should be to resolve the issue at this level.

Step Two – Informal Procedure

- a. If within ten (10) working days from the initial meeting to resolve the conflict/complaint as provided in STEP ONE, the conflict/complaint is not resolved to the mutual satisfaction of the student and faculty member; or the conflict/complaint involves perceived unfair treatment by the faculty member, the student may request a meeting with the faculty member’s immediate supervisor – the Department Chair (or another Academic Affairs administrator designated by the Vice President, Academic Affairs, if the conflict/complaint is with the Department Chair).
- b. The student and the Department Chair or designated administrator shall meet within ten (10) working days from the date when the student and faculty member determine that the conflict/complaint has not been resolved as provided in STEP TWO, Part a.
- c. The Department Chair or designated administrator will then meet with the faculty member no later than five (5) working days from the date he/she met with the student; unless the situation warrants immediate attention.

Note: As part of the Procedure, the Department Chair or designated administrator may also consult with his/her supervisor, the Vice President, Academic Affairs, the College Director of Human Resources and/or the College Equity Officer to assure equitable treatment and adherence to College Policies and state and federal laws as related to the conflict/complaint in question.

- d. Within five (5) working days after the meeting with the faculty member, the Department Chair will issue a verbal decision to the student.
- e. The goal of the three parties should be to resolve the issues at this level.

Step Three – Informal Procedure



- a. If the resolution of the Program Director does not resolve the conflict/complaint to the satisfaction of the student, the student may request in writing to proceed to Step Three and shall submit the written complaint to the next higher level of supervision, with a copy to the Vice President, Academic Affairs. The submission of the written conflict/complaint at this Step Three is due within five (5) working days of the student and faculty member's receipt of the findings of the Department Chair or designated administrator in Step Three, including documentation of the dates when the student initially met with the faculty member, and the subsequent meeting with the Department Chair or designated administrator.
- b. Upon receipt of the formal written conflict/complaint, the supervisor of the Department Chair must schedule a meeting with the student within five (5) working days to discuss the conflict/complaint. As part of the Procedure, the supervisor will consult with the faculty member, Department Chair or designated administrator, to assure equitable treatment and adherence to College policies and state and federal laws as related to academic due process. Within 10 (10) working days after the meeting with the student, the supervisor will issue a decision in writing to student, the faculty member, and the Department Chair or designated administrator, with a copy to the Vice President Academic Affairs.

#### Step Four – Formal Procedure

- a. The student may within five (5) working days of receipt of the disposition of Step Three request in writing to proceed to Step Four in which the Vice President Academic Affairs shall investigate the conflict/complaint. The student shall submit such written request with a summary of findings at Step Two and Three.
- b. The Vice President will meet with the parties directly involved to facilitate a resolution or gather further information from the parties and other resources as needed. The Vice President's investigation shall be conducted confidentially and any individuals interviewed in the course of the investigation shall be advised to maintain such confidentiality.
- c. A written finding will be given within ten (10) days of completion of the investigation by the Vice President, Academic Affairs. A copy of the findings will be provided to all parties and the Vice President of Student Development and Enrollment Services.
- d. The decision of the Vice President, Academic Affairs shall be the final settlement of the conflict/complaint.

**Student Request for Conflict Resolution as related to Administrative Policies and Procedures:**  
(Rule 6HX14-4.14.02 / Procedure 4.14.02)

**A. Definition**

For the purposes of this Procedure a “conflict” or “complaint” is defined as the allegation by a State College of Florida, Manatee - Sarasota student in such instances where the student finds it necessary to secure a resolution to an administrative, non-academic concern including, but not limited to, incorrect assessment of fees, registration or records errors, or advisement issues.

**B. Purpose & Conditions for a Conflict Resolution Procedure**

State College of Florida, Manatee - Sarasota (SCF) strives to maintain a professional work and academic environment where all students, staff, faculty and other members of the collegiate community are treated with respect and dignity. The goal of the College is to provide an academic and institutional climate that is conducive to learning and working productively. To that end, the purpose of this Procedure is to:

1. Provide students with a complaint mechanism for their perceived conflicts/complaints.
2. Assure students that there will be no retaliation for pursuing the resolution of their conflict/complaint.
3. Provide students with:
  - a. Assurance that policies are applied consistently and equitably;
  - b. An effective method to present concerns to faculty and administration for resolution internally.
  - c. A process that provides a prompt, thorough and impartial investigation.
  - d. The potential for resolution at the lowest level possible.
  - e. Assurance that confidentiality will be maintained to the extent possible within legal requirements.

The burden of proof needed to substantiate the merits of an administrative, non-academic complaint shall rest with the student. Therefore, the student must demonstrate:

- a. The presence of a wrong or loss;
- b. That the specific alleged incident caused damage;
- c. That there is remedy available to right the wrong.

Examples of the above may include, but are not, necessarily limited to, situations or actions where students feel that they were inappropriately assessed a fee, their transcript does not reflect all appropriate documentation, or their “residency” classification is incorrect.

In keeping with the intent and spirit of this Procedure, it is incumbent upon all parties involved to show respect, civility, restraint, and professionalism in their efforts to resolve conflicts and complaints. It is incumbent upon all administrative staff, faculty and students to arrange meetings and conferences with each other in good faith and to communicate decisions within established time frames to all concerned parties.

**C. Conflict Resolution Policy**

General Guidelines:

1. Students are encouraged to direct their concerns to the college employee with whom their conflict/complaint exists informally. However, in the event that these efforts fail, the *Conflict Resolution Procedure* provides the guidelines and procedures for resolving the conflict.

2. This Procedure is not to be used for complaints of admission to an academic program. These concerns are to be directed to the AVP, Enrollment Services, and subsequently to the College Admissions Committee.
3. This Procedure is not to be used for complaints of alleged *harassment or discrimination*. These concerns are to be directed to the College Equity Officer, and subsequently another College Procedure for resolution.
4. This conflict resolution process may only be initiated by the affected student and not by third parties in a representative capacity.
5. Students and college employees are encouraged to communicate directly and openly to resolve conflicts at the lowest possible level. However, a designated College \_advisor from Student Services may serve as an alternate contact to the College employee in the event that the college employee is not available, and/or a situation warrants immediate attention.
6. The time limits provided in this Procedure shall be strictly observed by all parties, unless extended by written agreement of the parties. The number of days indicated at each step will be considered as the maximum and every effort will be made by the parties to expedite the process. Failure of the student to process the conflict/complaint within the time limits herein provided shall result in the dismissal of the complaint. Failure of faculty, supervisory employees or the administration to process the complaint within the time frames provided shall entitle the student to proceed to the next step of the Procedure.
7. The written conflict/complaint of the student must state pertinent facts in enough detail to enable an otherwise uninformed third-party to determine from the document the administrative non- academic conflict/complaint requiring resolution, assuming the truth of the facts as stated. The written explanation of the conflict/complaint must specify with particularity the relief sought by the student.
8. In each of the Procedure steps, working days shall be defined as any day the College is open for business and shall EXCLUDE Saturday, Sundays, any holiday the College has published as "College Closed," and emergency closings.

#### D. Conflict Resolution Procedure

It is the College's intent to be responsive to its students and their concerns; therefore, the following conflict resolution procedure has been established.

##### Step One – Informal Procedure

- a. The student and college employee will meet within ten (10) working days from when the conflict/complaint occurred; unless the situation warrants immediate attention.
- b. The college employee will take a positive approach, explain the reasons for any action, documentation, or policy which may have contributed to the complaint, and seek a mutually agreeable solution.
- c. The goal of both parties should be to resolve the issues at this level.

##### Step Two – Informal Procedure

- a. If within ten (10) working days of the initial meeting to resolve the conflict/complaint as provided in STEP ONE, the conflict/complaint is not resolved to the mutual satisfaction of the student and college employee, or the conflict/complaint involves treatment by the college employee that is perceived by the student as unfair; the student may request a meeting with the employee's

department supervisor (coordinator, director of department).

- b. The student and the department supervisor must meet within ten (10) working days from the date the student and the college employee determine that the conflict/complaint has not been resolved as provided in STEP TWO, part a.
- c. The department supervisor will then meet with the college employee no later than five (5) working days from the date he/she met with the student; unless the situation warrants immediate attention.
- d. Within five (5) working days after the meeting with the college employee, the department supervisor will issue a verbal decision to the student.
- e. The goal of the three parties should be to resolve the issues at this level. Step

### Three – Formal Procedure

To pursue Step Three, if the matter is not resolved at Step Two, the option below must be followed.

- a. If the resolution of the department supervisor does not resolve the conflict/complaint to the satisfaction of the student, the student may within five (5) working days of receipt of the disposition at Step Two, request in writing to proceed to Step Three in which the Vice President, Student Affairs shall investigate the conflict/complaint. The student shall submit such written request to Step Three of the procedure with a summary of the oral findings at Steps One and Two.
- b. The Vice President, Student Affairs will meet with the parties directly involved to facilitate a resolution or gather further information from the other sources as needed. The Vice President's investigation shall be conducted confidentially, and any individuals interviewed in the course of the investigation shall be advised to maintain such confidentiality.
- c. A written finding will be given within ten (10) working days of completion of the investigation by the Vice President, Student Affairs. A copy of the findings will be provided to all parties, the President of the College and/or members of the President's Executive Council as appropriate.

### Step Four – Formal Procedure (Conflict Resolution Committee)

- a. The student may, within five (5) working days of receipt of the written disposition of STEP THREE, request in writing to proceed to Step Four in which the College Administrative Conflict Resolution Committee shall investigate and adjudicate the request.
- b. Within ten (10) working days of receipt of the student's request, the Vice President, Student Affairs will convene the College Administrative Conflict Resolution Committee and provide the Committee with the original conflict/complaint allegations and written responses. The Committee will have fifteen (15) working days to conduct the investigation and a Hearing.
- c. The College Administrative Conflict Resolution Committee shall render its decision after completion of the Hearing. The Committee may accept or reject, in whole or part, or may modify the findings and conclusions. Within ten (10) working days of the Hearing the Committee shall make a written report of its decision to the student, college employee, department supervisor, President of the College and/or members of the President's Executive Council as appropriate.
- d. The decision of the College Administrative Conflict Resolution Committee shall be the final settlement of the conflict/complaint.

#### E. College Administrative Conflict Resolution Committee

##### 1. Composition

Membership of the College Administrative Conflict Resolution Committee shall consist of two full-time faculty members; one career member; and one administrative/professional staff member, all of whom

will be selected by the College President from the College's Conflict Resolution Pool; plus one student selected by the respective campus Student Government Association; the Vice President, Student Affairs who will be a non-voting member. The Executive Director, Human Resources will be the non-voting chairperson of the Committee. Student members shall serve for no more than one calendar year.

## 2. Training Program

The College will provide a training program for those persons who agree to serve on the Administrative Conflict Resolution Committee to familiarize them with the College Regulations, procedural and substantive due process, and the role of the Committee.

## 3. Prior Knowledge or Bias

Any Committee member having personal knowledge of the matter to be heard, or a bias or conflict with respect thereto, may disqualify himself/herself, or may be disqualified by a vote of three members of the committee. Alternates may be appointed by the College President as required.

## 4. Hearing Guidelines

- a. The Executive Director, Human Resources will convene the Committee, and the Vice President, Student Affairs will provide information related to the case. Five members of the Committee will constitute a quorum. One member of the quorum must be a student.
- b. The College Administrative Conflict Resolution Committee shall not be bound by the technical rules of evidence, but may hear and receive any testimony of evidence which it deems is relevant and material to the conflict/complaint.
- c. Only the primary parties in interest (and their advisors; if any) and members of the Administrative Conflict Resolution Committee will be permitted to be present throughout the Hearing.
- d. A College advisor from Student Services acting in the capacity of *student* advocate will be available as a resource for the student during the entire Hearing process. The student also has the right to a non-SCF employee advisor of his or her choice, to act in an advisory capacity only. Advisors may not speak for or take the place of the student. Committee members may address questions to all witnesses of those parties involved. Witnesses will be called individually during a Hearing, and once they have completed their testimony, they will be required to leave the room. All parties shall have the right to offer and examine evidence and to offer and cross-examine witnesses.
- e. The College will transcribe the proceedings at the Hearing at their own cost. All parties shall have reasonable access to such record at the requestor's expense.
- f. When the chairperson determines, that all evidence, statements, and relevant presentations have been received and reviewed, the primary parties in interest will be entitled to make closing statements.
- g. The Administrative Conflict Resolution Committee will convene in closed session to determine a resolution to the conflict/complaint.
- h. The decision of the Administrative Conflict Resolution Committee shall be the final settlement of the adjudication process, and as such, the final step in the resolution of the conflict/complaint.

## **HEALTH PROFESSIONS FORMS**

You will be required to sign copies of the forms  
in this section to enroll in any of the  
Nursing & Health Professions Programs

Your Signature acknowledges adherence to the  
policies and procedures of the health program in  
which you are enrolled.

**State College of Florida, Manatee-Sarasota  
Nursing & Health Professions Programs**

**Laboratory Experiences Informed Consent**

During the laboratory sessions of any of the Nursing & Health Professions Programs students will participate in various activities and simulations as both the patient/client and the practitioner. Each type of participation provides valuable learning for students.

As a student enrolled in this program, you will participate in these experiences unless there is a medical/health reason that precludes your participation. It is your individual responsibility to inform the laboratory instructors of any condition which might affect your participation. At that time, a decision will be made relative to your involvement/participation in laboratory activities and/or continuation in the program.

While acting as a patient/client in a laboratory activity, if a student experiences unusual discomfort, it is the student's responsibility to inform instructors immediately.

Physical contact during laboratory activities and simulations will be expected during laboratory sessions. If physical contact poses a problem, it is the student's responsibility to discuss this with the course instructor to create strategies related to involvement/participation in laboratory activities and/or continuation in the program.

I, \_\_\_\_\_, understand the above information and recognize that it is my responsibility to inform a laboratory instructor of any known medical/health reason which may preclude my participation either acting as a patient/client provider or practitioner during activities and simulations during this health science program, including eligibility for continuation in the program.

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

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

\_\_\_\_\_  
**Print Name**

**Please indicate which program you are enrolled in:**

\_\_\_\_\_ Dental Hygiene      \_\_\_\_\_ Nursing      \_\_\_\_\_ OTA      \_\_\_\_\_ PTA      \_\_\_\_\_ Radiography

**State College of Florida, Manatee-Sarasota  
Nursing & Health Professions Programs**

**Release for Photography/Video/Voice Use**

As a student in one of the colleges Nursing & Health Professions Programs, I understand that there may be occasions where audiovisual images of students participating in the activities of the programs may be taken for use as a part of various college related publications, presentations, etc.

I hereby grant State College of Florida, their legal representatives and assigns, the right and permission to publish, without charge, and use photographic pictures, broadcast videotaped or filmed footage, including audio of myself (or the minor) taken while I am a student or a participant in one of the college's health science programs.

These pictures/videos/audios may also be used in any medium for purposes of editorial use, advertising, display, reproduction, or publication in any other manner. I hereby warrant that I (or the undersigned parent/guardian) am over 18 years of age and am competent to contract in my own name insofar as the above is concerned.

Name of Person in Image: \_\_\_\_\_  
Please Print

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Student or Guardian

**Please indicate which program you are enrolled in:**

\_\_\_\_\_ Dental Hygiene    \_\_\_\_\_ Nursing    \_\_\_\_\_ OTA    \_\_\_\_\_ PTA    \_\_\_\_\_ Radiography



**State College of Florida, Manatee-Sarasota  
Nursing & Health Professions Programs**

**Student Handbook Acknowledgment Form**

I, \_\_\_\_\_, have received, reviewed, and understand the content in this Nursing & Health Professions Programs Student Handbook. I am aware of and accept my responsibilities to both the college and the program in regard to rules and regulations. I understand that I am to maintain the professional attitudes and behaviors reflected in the guidelines of this Handbook. Furthermore, I understand that this Handbook is subject to revision. Any revisions will be updated in writing, and will become effective upon notification.

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

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

\_\_\_\_\_  
**Print Name**

**Please indicate which program you are enrolled in:**

\_\_\_\_\_ Dental Hygiene      \_\_\_\_\_ Nursing      \_\_\_\_\_ OTA      \_\_\_\_\_ PTA      \_\_\_\_\_ Radiography

**State College of Florida  
Nursing & Health Professions Programs**

**Student Consent Form**

As a student enrolled in an SCF Health Professions Program, I understand that the required clinical experience in various health care facilities may expose me to environmental hazards and infectious disease including, but not limited to Tuberculosis, Hepatitis B, and HIV (AIDS).

State College of Florida carries limited accident insurance on all students enrolled in a clinical course. This insurance is automatically included in the fees paid each semester. However, neither State College of Florida nor any of the clinical facilities used for clinical experience assumes liability if a student is injured or exposed to infectious disease in the clinical facility during assigned clinical experiences, unless the injury/exposure is a direct result of negligence by the college or the clinical facility. As a student, I understand that I am responsible for the cost of health care for any personal injury/illness that occurs during my education. *SCF Strongly recommends that students purchase their own health insurance.*

Every Health Professions Student is required to carry liability insurance and accident insurance while enrolled in clinical courses. This insurance is automatically included in the associated laboratory fees paid each year.

I also understand my responsibility to strictly maintain the confidentiality of all client information, whether personal or medical, as well as keep confidential any information related to the clinical facility. As a Health Professions student, I clearly understand and fully agree, under penalty of law, that I shall never inappropriately access, disclose or reveal in any way, either directly or indirectly, any information from a client's record or related to the care and treatment of any client, except, as needed, to authorized clinical staff. Photography/video of patients/clients as well as discussion of any patient/client information via social media is strictly prohibited and grounds for immediate dismissal. I further agree not to reveal any confidential information about the clinical facility to any third person.

Students are responsible for adhering to the policies and procedures as outlined in the SCF Nursing & Health Professions Programs Handbook and the SCF Student Handbook.

My signature on this form confirms that I understand and assume responsibility for the inherent risks involved in being a student in a Health Professions Program at State College of Florida, and for adhering to the above policies.

|  |  |
|--|--|
| <hr/> <p style="text-align: center;"><b>Print Name</b></p> | <hr/> <p style="text-align: center;"><b>G00#</b></p> |
| <hr/> <p style="text-align: center;"><b>Signature</b></p>  | <hr/> <p style="text-align: center;"><b>Date</b></p> |

**Please indicate which program you are enrolled in:**

☐ Dental Hygiene    ☐ Nursing    ☐ OTA    ☐ PTA    ☐ Radiography

**State College of Florida, Manatee-Sarasota  
Nursing & Health Professions Programs**

**Graduate Survey Consent**

I, \_\_\_\_\_, hereby, grant permission for the program to survey my employer after six months and one year after graduation, about my job performance as it relates to the specific health profession program outcomes/competencies for which I was prepared in the program.

I understand that the information will be confidential and will only be used for program evaluation and improvement.

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

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

\_\_\_\_\_  
Current email – not SCF email

**Please indicate which program you are enrolled in:**

\_\_\_\_\_ Dental Hygiene    \_\_\_\_\_ Nursing    \_\_\_\_\_ OTA    \_\_\_\_\_ PTA    \_\_\_\_\_ Radiography

**State College of Florida, Manatee-Sarasota  
Nursing & Health Professions Programs**

**Benefit Waiver**

I, \_\_\_\_\_ as a student enrolled in a program within the  
Student Name – Please Print  
Nursing & Health Professions Programs, understand that I will be assigned to various  
clinics/agencies/institutions to complete the program requirements for graduation. I understand and  
agree that I am not an employee of any assigned facility or State College of Florida for any purpose, and I  
am not eligible for any employee benefits, including coverage by the Worker's Compensation Act. I also  
understand and agree that I shall, at all times, be subject to the policies and regulations of the  
Clinic/Agency/Institution concerning their operating, administrative and procedural functions.

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

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

\_\_\_\_\_  
**Print Name**

**Please indicate which program you are enrolled in:**

\_\_\_\_\_ Dental Hygiene      \_\_\_\_\_ Nursing      \_\_\_\_\_ OTA      \_\_\_\_\_ PTA      \_\_\_\_\_ Radiography

**State College of Florida, Manatee-Sarasota  
Nursing & Health Professions Programs**

**FERPA Release for Clinical Affiliation**

\_\_\_\_\_  
**Name of Student**

\_\_\_\_\_  
**Date of Birth**

\_\_\_\_\_  
**G00#**

I, the undersigned, authorize State College of Florida to release records and information relating to grades, course attendance, criminal background check, vaccination/immunization records, TB results, drug screening results, course performance, clinical performance, disciplinary proceedings, and schedules to representatives of all assigned clinical facilities for the purpose of verifying clinical affiliation eligibility and monitoring clinical program progress. I understand that 1) I have the right not to consent to the release of my education records and 2) that this consent shall remain in effect until revoked by me, in writing, and delivered to the Program Director, but that any such revocation shall not affect disclosures previously made by the College prior to the receipt of any such written revocation.

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

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

\_\_\_\_\_  
**Signature of Course Coordinator**

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

**Please indicate which program you are enrolled in:**

\_\_\_\_\_ Dental Hygiene      \_\_\_\_\_ Nursing      \_\_\_\_\_ OTA      \_\_\_\_\_ PTA      \_\_\_\_\_ Radiography

**State College of Florida, Manatee-Sarasota**  
**Health Professions Program**  
**Safety Sensitive Precautions**

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

\_\_\_\_\_ has been placed on Safety Sensitive Precautions as a result of the following prescription medications:

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If at any time the instructor believes that \_\_\_\_\_ is impaired in any way from the prescription drug(s) that may jeopardize the safety of the client, the student will be removed from the clinical and/or the program until satisfactory medical release is received.

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

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

**Please indicate which program you are enrolled in:**

\_\_\_\_\_ Dental Hygiene    \_\_\_\_\_ Nursing    \_\_\_\_\_ OTA    \_\_\_\_\_ PTA    \_\_\_\_\_ Radiography

State College of Florida - Nursing & Health Professions Programs  
**Substance Abuse Documentation Form - Observable and Suspicious Behaviors**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Absenteeism**

- ☐ Frequent Monday or Friday absences: \_\_\_\_\_
- ☐ Multiple unauthorized absences from class or clinical \_\_\_\_\_
- ☐ Excessive tardiness: \_\_\_\_\_
- ☐ Improbable excuses for absence: \_\_\_\_\_
- ☐ Leaving school or the clinical agency early: \_\_\_\_\_
- ☐ Prolonged breaks: \_\_\_\_\_
- ☐ Frequent trips to the bathroom: \_\_\_\_\_
- ☐ Illness on the job or in the classroom: \_\_\_\_\_

**Unexpected Events – Especially resulting in injury or damages**

- ☐ Falling asleep in class or clinical: \_\_\_\_\_
- ☐ Frequent or unexplained accidents: \_\_\_\_\_
- ☐ Any fall or faint or loss of equilibrium or consciousness, which suggests impairment: \_\_\_\_\_

**Confusion and difficulty concentrating**

- ☐ Difficulty remembering details or directions: \_\_\_\_\_
- ☐ Jobs/projects/assignments taking excessive time: \_\_\_\_\_
- ☐ Increasing difficulty with complex assignments: \_\_\_\_\_
- ☐ General difficulty with recall: \_\_\_\_\_

**Lowering efficiency**

- ☐ Mistakes of judgment: \_\_\_\_\_
- ☐ Wasting materials: \_\_\_\_\_
- ☐ Blaming or making excuses for poor performance: \_\_\_\_\_
- ☐ Deterioration of ability to make sound judgments: \_\_\_\_\_
- ☐ Spasmodic work patterns or academic performance: \_\_\_\_\_

**Poor relationships with peers**

- ☐ Avoidance of others: \_\_\_\_\_
- ☐ Hostile/irritable attitude: \_\_\_\_\_
- ☐ Reacts rather than responds to others: \_\_\_\_\_
- ☐ Overreacts to criticism or correction: \_\_\_\_\_
- ☐ Unreasonable resentments: \_\_\_\_\_
- ☐ Unpredictable, rapid mood swings: \_\_\_\_\_
- ☐ Borrowing money from peers: \_\_\_\_\_

**Physical signs**

- ☐ Alcoholic or suspicious breath odors/frequent use of mints/mouthwash: \_\_\_\_\_
- ☐ Diaphoresis: \_\_\_\_\_
- ☐ Dilated pupils: \_\_\_\_\_
- ☐ Abnormal pulse/respirations/BP: \_\_\_\_\_

Person(s) documenting above behaviors: \_\_\_\_\_ Date: \_\_\_\_\_  
This list provides examples and is not exhaustive. Please provide additional comments as needed.

STATE COLLEGE OF FLORIDA  
MANATEE-SARASOTA  
NURSING & HEALTH PROFESSIONS PROGRAMS  
**Permission to Audio Record Course Lectures**

I, \_\_\_\_\_ have requested to audio record a lecture in  
(Print Name)

\_\_\_\_\_ a course in the \_\_\_\_\_  
(Course Number & Name)

Program during the Spring / Fall/ Summer semester of \_\_\_\_\_ (year). I understand that the audio recording from this course will be used exclusively by me and will not be shared with any individuals including students currently in the program. I also understand that I will not make copies of the recordings or download them to any form of social media I also agree to destroy the recordings upon completion of the course.

Failure to adhere to this agreement will result in loss of permission to audio record any further lectures in any course within the program.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Course Faculty Signature

**Please indicate which program you are enrolled in:**

\_\_\_\_\_ Dental Hygiene    \_\_\_\_\_ Nursing    \_\_\_\_\_ OTA    \_\_\_\_\_ PTA    \_\_\_\_\_ Radiography

Created: 2018  
Reviewed: 2020



# **Health Professions Programs Student Handbook Part II:**

## **Policies Specific to Physical Therapist Assistant Program**

**2020-2022**

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# WELCOME LETTER

Dear Student Physical Therapist Assistant:

I would like to welcome you to the Physical Therapist Assistant Program at State College of Florida, Manatee-Sarasota. You are about to embark on a journey filled with challenges and new experiences. Your decision to become a Physical Therapist Assistant will require total commitment on your part for the next two years. Although there is a lot of hard work ahead of you, I hope you will find it enjoyable and rewarding.

The faculty are dedicated to providing a complete and comprehensive learning experience. We will continually evaluate and modify your course of study and learning experiences in an effort to help you achieve the competencies required of a PTA. It is your responsibility to meet the objectives required to complete the program and become eligible to take the examination for licensure.

The PTA Program at SCF, is accredited by The Commission on Accreditation in Physical Therapy Education, (CAPTE). During your matriculation in the program we will be asking for your participation in the ongoing process of program accreditation, assessment and development.

The PTA Student Handbook has been designed as a reference for you regarding program policies and procedures. Please review this handbook. Any additional questions or concerns should be directed to the program director. All students are subject to regulations outlined in the SCF college catalog, the SCF Student Handbook and this handbook.

I wish you success during your course of study and offer my sincere commitment to assist you in attaining your goals.

Sincerely,

Matthew Connell, MPT  
Dean, Nursing & Health Professions Division  
State College of Florida, Manatee-Sarasota

# Physical Therapist Assistant Program

## Administration, Faculty and Staff Listing

State College of Florida President:

Dr. Carol Probstfeld

Executive Vice President and Provost:

Dr. Todd Fritch

Dean, of Nursing & Health Professions:

Matthew Connell, MPT  
[connelm@scf.edu](mailto:connelm@scf.edu)

PTA Program Director

Bruce Wassung, PTA  
*TBD*

PTA Program Core Faculty:

Del Carr, PT  
[CarrD@scf.edu](mailto:CarrD@scf.edu)

PTA Program Core Faculty &  
Academic Coordinator of Clinical Education

April Tardiff, PTA  
[Tardifa@scf.edu](mailto:Tardifa@scf.edu)

PTA Program Adjunct Faculty:

Charlene Casey, PTA  
Ryan Deckinga, PTA  
Michelle Guevin, DPT  
Lori Paoletti, PTA  
Tracy Pritchard, DPT  
Roxanne Stephenson, PTA  
Jordan Vazquez, PTA  
Lauren Wilson, DPT

OTA/PTA Department Secretary:

*TBD*

Department Contact Information:

Phone: 941-752-5346  
Web: [www.scf.edu/pta](http://www.scf.edu/pta)

# ACCREDITATION STATUS

State College of Florida, Manatee-Sarasota is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of State College of Florida, Manatee-Sarasota.

The Physical Therapist Assistant Program at The State College of Florida, Manatee-Sarasota is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245;

email: [accreditation@apta.org](mailto:accreditation@apta.org) website: [www.capteonline.org](http://www.capteonline.org)

For further information, contact:

The American Physical Therapy Association  
1111 N. Fairfax St.  
Alexandria, VA 22314-1488  
1-800-999-2782

[www.apta.org](http://www.apta.org)

The Florida Department of Health Board of Physical Therapy Practice  
4042 Bald Cypress Way Bin #C05  
Tallahassee, FL 32399-3255  
1-850-245-4373

<http://floridasphysicaltherapy.gov/>

Federation of State Boards of Physical Therapy  
509 Wythe St.  
Alexandria, VA 22314  
1-800-200-3031

[www.fsbpt.org](http://www.fsbpt.org)

## **PTA Program Mission**

The SCF Physical Therapist Assistant program, guided by measurable standards of excellence, seeks to meet the needs of the community by providing an accessible, engaging, and dynamic learning environment that results in competent practitioners with the knowledge, skills and attitudes expected of an entry level physical therapist assistant.

## **PTA Program Philosophy**

The philosophy of the Physical Therapist Assistant Program reflects the mission of State College of Florida, Manatee-Sarasota. The PTA program provides a learning environment that facilitates the achievement of educational, professional and personal goals of students as they are prepared for the job market. The program is designed to incorporate concepts of prevention, diagnosis and treatment of movement dysfunction with professional content to assist the student in obtaining the knowledge and skills required to promote the enhancement of the physical health and functional abilities of individuals across the lifespan.

The physical therapist assistant works under the direction of a licensed physical therapist, to assist clients to develop or restore functions of the musculoskeletal and neuromuscular systems. The goals of physical therapy are directed toward enhancing the ability of individuals across the lifespan to carry out those tasks and roles that provide satisfaction in daily living. The assistant participates in assessment by observational, verbal or manual determinations of function, relative to physical therapy. The PTA is concerned with factors of prevention, treatment, and rehabilitation of musculoskeletal and neuromuscular dysfunctions, including client and family education.

The PTA provides service to those individuals whose abilities to cope with tasks of daily living are threatened or impaired by disability, injury, disease or dysfunction. Acknowledging the dignity, worth, and the right of all human beings to have their health needs met, the physical therapist assistant utilizes specialized knowledge and skills to empower individuals to meet these needs.

The educational program assists the student to integrate scientific principles, to use critical thinking to make decisions, and to act responsibly according to the professional standards of practice. Learners in the Physical Therapist Assistant Program are self-motivated adults, diverse in cultural, religious, and educational backgrounds and experiences. To best meet the learners' needs, the teaching-learning process should be flexible, individualized, and collaborative. Learning occurs when it is perceived as relevant by the student and has concurrent application.

Education for the physical therapist assistant is lifelong and dynamic, and includes goal-directed experiences from the cognitive, affective, and psychomotor domains. The role of the faculty is to facilitate learning through a multitude of opportunities and experiences. The role of the student is to seek and develop the knowledge, skills, and attitudes to prepare themselves for professional practice. Evaluation of student learning is formative and summative.

The practice of the graduate reflects critical thinking, clinical accountability, and a commitment to caring. This practice can take place in various health care settings where policies and procedures exist, and resources are available. As a member of the discipline, the PTA practices within an ethical and legal framework and is accountable for making professional decisions within their scope of practice. As a professional, the graduate is expected to assume responsibility for continued growth in self-awareness and clinical competence.

# PTA PROGRAM STATISTICS

The Physical Therapist Assistant program at the State College of Florida is a limited enrolment program that accepts 24 students into the program annually. Applications are accepted January 1<sup>st</sup> – March 1<sup>st</sup> of the year in which a student would start the program.

Data below represent the most current data as of 5/1/2020

- Average annual program applications received in: (2019 – 2020).....79
- Average annual program graduation rate: (2018 – 2019)\*.....92%
- Two-Year Ultimate Exam pass rate, as reported by FSBPT: (2018 – 2019)\*\*.....100%
- Two-Year Graduate Employment Rate: (2018 – 2019)\*\*\*.....100%

\*Graduation rate calculation based on CAPTE formulation utilized on the Annual Accreditation Report

\*\*Exam Pass rate data represents most recent Two-Year Ultimate Pass rate data published by FSBPT at [www.fsbpt.org](http://www.fsbpt.org)

\*\*\*Graduate Employment Rate is calculated based on those graduates surveyed, who have passed the licensure exam and are employed as physical therapist assistance within 6 months of passing the licensure exam.

## PHYSICAL THERAPIST ASSISTANT CAREER OUTLOOK

For additional information regarding career opportunities and PTA career outlook please refer to the US bureau of labor statistics.

<http://www.bls.gov/ooh/Healthcare/Physical-therapist-assistants-and-aides.htm>



# Estimated Cost of Physical Therapy Program 2020-2021

## **Estimated Cost of Required General Education Courses:**

| <b>Course #</b> | <b>Course Name</b>                    | <b>Cr. Hours</b> | <b>Term</b> | <b>Lab Fees</b> | <b>In-state Tuition</b> | <b>Out - of- State Tuition</b> |
|-----------------|---------------------------------------|------------------|-------------|-----------------|-------------------------|--------------------------------|
| BSC 2085        | Anatomy & Physiology I                | 4                | NA          | \$45.00         | \$409.92                | \$1,546.08                     |
| BSC 2086        | Anatomy & Physiology II               | 4                | NA          | \$50.00         | \$409.92                | \$1,546.08                     |
| MAT             | Area II, A.S. mathematics             | 3                | NA          |                 | \$307.44                | \$1,159.56                     |
| PSY 2012        | General Psychology                    | 3                | NA          |                 | \$307.44                | \$1,159.56                     |
| DEP 2004        | Human Development: Life Span          | 3                | NA          |                 | \$307.44                | \$1,159.56                     |
| ENC 1101        | Written Communication I               | 3                | NA          |                 | \$307.44                | \$1,159.56                     |
| ENC 1102        | Written Communications II or          | 3                | NA          |                 |                         |                                |
| SPC 1608        | Fundamentals of Speech                | 3                | NA          |                 | \$307.44                | \$1,159.56                     |
| Humanities      | From Area IV, A.A.S., ED. Req.        | 3                | NA          |                 | \$307.44                | \$1,159.56                     |
|                 | Total General Education Credits/Costs | 26               |             | \$95.00         | \$2,664.48              | \$10,049.52                    |

## **Estimated Cost of PTA Program:**

| <b>Semester Hours</b>               | <b>Gen Ed.</b> | <b>Fall I</b> | <b>Spring I</b> | <b>Fall II</b> | <b>Spring II</b> | <b>Totals</b> |
|-------------------------------------|----------------|---------------|-----------------|----------------|------------------|---------------|
| Cr. Hrs                             | 26             | 11            | 15              | 11             | 11               | 74            |
| App. Fee                            | \$ 20.00       |               |                 |                |                  | \$ 20.00      |
| Tuition*                            | \$ 2,664.48    | \$ 1,127.28   | \$ 1,537.20     | \$ 1,127.28    | \$ 1,127.28      | \$7,583.52    |
| CPR                                 | \$ 55.00       |               |                 |                |                  | \$ 55.00      |
| Physical Exam & Titer/Immunizations | \$ 450.00      |               |                 | \$50.00        |                  | \$ 500.00     |
| Books & Supplies                    |                | \$ 530.00     | \$ 175.00       | \$ 140.00      |                  | \$ 845.00     |
| Lab Fees                            | \$ 95.00       | \$ 36.00      | \$ 30.00        | \$ 15.50       | \$ 50.00         | \$ 226.50     |
| Access Fee                          | \$ 40.00       | \$ 40.00      | \$ 40.00        | \$ 40.00       | \$ 40.00         | \$ 200.00     |
| Uniform                             |                | \$ 46.00      |                 |                |                  | \$ 46.00      |
| APTA Dues                           |                | \$ 90.00      |                 | \$ 90.00       |                  | \$ 180.00     |
| Graduation Fee                      |                |               |                 |                | \$ 20.00         | \$ 20.00      |
| Licensure Fees                      |                |               |                 |                | \$ 750.00        | \$ 750.00     |
| Total by Term                       | \$ 3,324.48    | \$ 1,869.28   | \$ 1,782.20     | \$ 1,462.78    | \$ 1987.28       |               |
| Total Cost for Program*             |                |               |                 |                |                  | \$ 10,426.02  |

\* Tuition for the program is computed on in-state tuition of \$102.48 per credit hour for Florida residents. Non-Florida residents' tuition rate is \$386.52 per credit hour.

All costs are estimates and subject to change without notice and when conditions dictate. Current tuition fees are posted at: [www.scf.edu/Tuition](http://www.scf.edu/Tuition)

# State College of Florida Physical Therapist Assistant Program

## Curriculum Effective July, 2013

| HOURS /WEEK            |                              | <u>LEC.</u> | <u>LAB</u> | <u>CREDITS</u> |
|------------------------|------------------------------|-------------|------------|----------------|
| <b>SPRING SEMESTER</b> |                              |             |            |                |
| BSC 2085C              | *Anatomy and Physiology I    | 3           | 3          | 4              |
| ENC 1101               | *Written Communications I    | 3           | 0          | 3              |
| PSY 2012               | *General Psychology          | 3           | 0          | 3              |
| Mathematics            | *Choose from any Area II, AS | 3           | 0          | <u>3</u>       |
|                        |                              |             |            | 13             |

\*These courses **MUST** be completed **PRIOR** to acceptance into the PTA Program

\*\*\*\*\*

### FALL SEMESTER

|           |  |   |   |          |
|-----------|--|---|---|----------|
| BSC 2086C | Anatomy and Physiology II                            | 3 | 3 | 4        |
| PHT 1007C | Introduction to Physical Therapy<br>And Patient Care | 3 | 6 | 5        |
| PHT 1124C | Applied Anatomy and Kinesiology                      | 4 | 6 | <u>6</u> |
|           |  |   |   | 15       |

\*\*\*\*\*

### SPRING SEMESTER

|           |          |                                   |   |    |          |
|-----------|----------|-----------------------------------|---|----|----------|
| PHT 1211C | 11 Weeks | Disabilities and PT Procedures I  | 6 | 9  | 6        |
| PHT 2337C | 11 Weeks | Disabilities and PT Procedures II | 6 | 5  | 5        |
| PHT 1800L | 4 Weeks  | Clinical Experience I             | 0 | 40 | <u>4</u> |
|           |          |                                   |   |    | 15       |

\*\*\*\*\*

### FALL SEMESTER

|                      |          |  |   |    |          |
|----------------------|----------|--|---|----|----------|
| ENC 1102 or SPC 1600 |          | Written Communication II <u>or</u><br>Fundamentals of Speech Comm. | 3 | 0  | 3        |
| DEP 2004             |          | Human Development: Life Span                                       | 3 | 0  | 3        |
| PHT 2321C            | 10 Weeks | Disabilities and PT Procedures III                                 | 6 | 8  | 5        |
| PHT 2810L            | 6 Weeks  | Clinical Experience II   | 0 | 40 | <u>6</u> |
|                      |          |  |   |    | 17       |

\*\*\*\*\***SPRING**

### SEMESTER

|            |         |                                |   |    |          |
|------------|---------|--------------------------------|---|----|----------|
| Humanities |         | Choose from Area IV, A.S.      |   |    |          |
|            |         | General Education Requirements | 3 | 0  | 3        |
| PHT 2820L  | 7 Weeks | Clinical Experience III        | 0 | 40 | 8        |
| PHT 2931   |         | Trends in Physical Therapy     | 3 | 0  | <u>3</u> |
|            |         |                                |   |    | 14       |

\*\*\*\*\*

**Total Credits    74**

# **Physical Therapist Assistant Program Outcomes**

Upon successful completion of the physical therapist assistant program, the graduate will be able to:

1. Use knowledge and skills to provide optimal physical therapy services for culturally diverse clients throughout the lifespan.
  - 1.1. Assist the physical therapist in gathering assessment data through the use of interviewing skills, screening mechanisms, and testing procedures.
  - 1.2. Collaborate with the client, significant others, therapist, and other members of the health team to develop and individualized plan of care.
  - 1.3. Implement the plan of care correctly and safely, by engaging clients in prevention, treatment intervention, rehabilitation, and client and family education related to disability or dysfunction.
  - 1.4. Identify individual client needs and use available resources to assist in meeting those needs.
  - 1.5. Participate with the client, significant others, therapist, and other members of the health team in evaluating the individual's progress toward meeting identified goals.
2. Use the processes of communication, organization, and collaboration to assist in managing physical therapy services.
  - 2.1. Establish positive professional relationships in the health care setting.
  - 2.2. Use communication skills in interacting with clients and their significant others to foster the individual's progress toward meeting identified goals.
  - 2.3. Communicate orally and document in writing, client responses to treatment interventions.
  - 2.4. Demonstrate effective management skills in planning and implementing physical therapy programs.
3. Incorporate values and attitudes congruent with the profession's standards and ethics.
  - 3.1. Maintain confidentiality of client information.
  - 3.2. Use the APTA Code of Ethics for the Physical Therapist Assistant to guide professional practice.
  - 3.3. Follow the Guide to Physical Therapist Practice.
  - 3.4. Assume responsibility for making professional decisions and practicing within the ethical and legal framework for the physical therapist assistant.
4. Use resources for continued personal and professional growth.

# Physical Therapist Assistant Performance Standards

## *For Admission, Progression and Graduation in the Physical Therapist Assistant Program at State College of Florida, Manatee-Sarasota*

Successful participation and completion of the Physical Therapist Assistant Program requires that a candidate be able to meet the demands of the program. Physical Therapist Assistant students must be able to perform academically in a safe, reliable and efficient manner in classrooms, laboratory and clinical situations. The student must demonstrate behaviors, skills and abilities to be in compliance with legal and ethical standards as set forth by the APTA Code of Ethics and Standards of Practice.

Students acquire the foundation of knowledge, attitudes, skills and behaviors needed throughout the physical therapist assistant's professional career. Those abilities that the physical therapist assistant must possess to practice safely are reflected in the standards that follow.

Candidates for the degree must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements.

| STANDARD  | BEHAVIOR  | EXAMPLES  |
|---|---|---|
| Critical Thinking   | Demonstrates critical thinking ability sufficient for clinical judgment and problem solving.  | <ul style="list-style-type: none"><li>- Applies critical thinking processes to work in the classroom, laboratory and the clinic.</li><li>- Exercises sound judgment in class, laboratory and in clinic.</li><li>- Follows safety procedures established for each class, laboratory and clinic.</li><li>- Demonstrates ability to self-evaluate.</li><li>- Demonstrates ability to identify problems and offer possible solutions.</li></ul>   |
| Interpersonal   | Demonstrates the ability to relate to other people beyond giving and receiving instructions. Cooperates with others.  | <ul style="list-style-type: none"><li>- Demonstrates interest in classmates, faculty, and patients/clients.</li><li>- Demonstrates the ability to get along with and cooperate with others.</li><li>- Demonstrates ability to relate to other people beyond giving and receiving instructions.</li><li>- Demonstrates ability to maintain poise and flexibility in stressful or changing conditions.</li><li>- Recognizes and responds appropriately to individuals of all ages, genders, races, socio-economic, religious, sexual preferences, and cultural backgrounds.</li></ul>                         |
| Communication<br>(Includes: speech, language, nonverbal, reading, writing and computer literacy.) | Demonstrates the ability to communicate clearly with patients/clients, physicians, others health professionals, family members, significant others, care givers, community or professional groups and colleagues. | <ul style="list-style-type: none"><li>- Reports clearly and legibly through progress notes in patient/clients charts, communicates with physicians and insurance providers including billing and order/referral forms.</li><li>- Responds to patient calling or any other warning call and machine alarm.</li><li>- Participates in group meetings to deliver and receive information and respond to questions from a variety of sources.</li><li>- Communicates effectively with classmates in simulated laboratory activities and situations for data collection, instruction and intervention.</li></ul> |
| Motor Skills  | Demonstrates the ability to execute motor movements reasonably required to provide general and emergency  | <ul style="list-style-type: none"><li>- Moves around in classroom, laboratory, patient/client's room, therapy/treatment area.</li><li>- Walks to and from departments to patient/client's rooms.</li><li>- Provides for patient/client safety and well-being in all therapeutic or transporting activities.</li></ul>   |

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|                        | care and treatment to patients/clients.   | <ul style="list-style-type: none"> <li>- Exhibits sufficient manual dexterity to manipulate small and large equipment, provide support, assistance and resistance as needed for movement, exercise, data collection and interventions.</li> <li>- Performs CPR.</li> </ul>   |
| Hearing                | Demonstrates functional use of hearing to monitor and assess health needs.  | <ul style="list-style-type: none"> <li>- Demonstrates ability to obtain appropriate information directly from instructors and classmates in laboratory simulations and examinations.</li> <li>- Demonstrates ability to obtain appropriate medical history and data collection directly from the patient/client or guardian.</li> <li>- Responds to monitor alarms or cry for help.</li> </ul>   |
| Visual                 | Demonstrates visual acuity and perception sufficient for observation and assessment.  | <ul style="list-style-type: none"> <li>- Demonstrates ability to observe lectures, and laboratory demonstrations.</li> <li>- Receives information via observation from patients/clients, e.g. movement, posture, body mechanics, etc. necessary for comparison to normal standards for purposes of evaluation of performance and response to interventions.</li> <li>- Receives information from treatment environment.</li> </ul>                       |
| Tactile                | Demonstrates tactile abilities sufficient to gather assessment information and provide intervention.  | <ul style="list-style-type: none"> <li>- Senses changes in an individual's muscle tone, muscle strength, skin quality, joint mobility, kinesthesia and temperature to gather accurate objective evaluative information in a timely manner.</li> </ul>  |
| Self-Care              | Maintains general good health and self-care in order not to jeopardize the health and safety of self and individuals with whom one interacts in the academic and clinical setting.        | <ul style="list-style-type: none"> <li>- Maintains hygiene.</li> <li>- Demonstrates safety habits and work area neatness.</li> <li>- Maintains a healthy lifestyle.</li> </ul>   |
| Intellectual Abilities | Demonstrates the ability to read, write, speak and understand English at a level consistent with successful course completion and development of a positive patient-student relationship. | <ul style="list-style-type: none"> <li>- Demonstrates ability to comprehend and follow verbal and written instructions.</li> <li>- Demonstrates ability to perform simple and repetitive tasks.</li> <li>- Can learn to reconcile conflicting information</li> <li>- Written communication: Demonstrates ability to use proper punctuation, grammar, and spelling; work is neat and legible.</li> </ul>  |
| Commitment to Learning | Demonstrates a positive attitude towards decision-making, policies and operating methods, rules, etc.   | <ul style="list-style-type: none"> <li>- Completes readings, assignments, and other activities outside of class hours.</li> <li>- Demonstrates initiative, motivation and enthusiasm.</li> <li>- Demonstrates ability to complete all work without evidence of cheating or plagiarism.</li> <li>- Attends all class/ laboratory/clinical as assigned.</li> <li>- Is consistently punctual to all class, laboratory, and clinical assignments.</li> </ul> |

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| Affective Learning Skills (behavioral & social attitudes) | Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the emotional, physical, mental and behavioral safety of clients and other individuals with whom one interacts in the academic and clinical setting. Acknowledges and respects individual values and opinions in order to foster harmonious working relationships with colleagues, peers and patients/clients. | <ul style="list-style-type: none"> <li>- Demonstrates ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic and clinical component, that occur within set time constraints.</li> <li>- Demonstrates willingness to accept challenges.</li> <li>- Open to feedback.</li> <li>- Listens actively.</li> <li>- Follows guidelines and rules for the program and college.</li> </ul> |
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If a student cannot demonstrate the skills and abilities identified above, it is the responsibility of the student to request an appropriate accommodation. The College will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not impose an undue hardship such as those that cause a significant expense, difficulty or are unduly disruptive to the educational process.

## Academic Advisement

Upon acceptance into the PTA program, students will be assigned a program faculty member as a faculty advisor. Students will meet once each semester with a faculty advisor to review progress in the program. During clinical experiences, ACCE or clinical faculty mid-term visits may be utilized as a faculty advisor meeting. Students may also request additional meeting with advisors or program faculty as needed. Faculty office hours are listed on course syllabi, and available from the department secretary. Appointments should be made through the department secretary. Meetings will be held in private locations and can be behind closed doors if required. Information shared between the faculty advisor and student will remain confidential.

If a problem should arise during a clinical experience, students should follow the proper lines of communication. The Academic Coordinator of Clinical Education (ACCE) is available at all times during clinical affiliations by office phone, cell phone, e-mail or text messaging.

## Academic Dishonesty

The College and the PTA Program do not condone plagiarism or academic dishonesty. The college and program define academic cheating or plagiarism as follows: the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension or any lesser penalty may be imposed for plagiarism and academic dishonesty.

## Confidentiality & Student Records

Once accepted to the program, student records will be maintained including but not limited to; general student information, signed consent forms, documentation of competencies, documentation of student meetings, etc. Files are maintained with the highest level of student confidentiality in mind. All program filing cabinets containing student information are located in rooms that are not readily accessible to students. Rooms are locked when the building is closed or when there are no faculty/staff in the office area. Student medical records are maintained electronically through a third-party vendor. This allows students unlimited access to personal medical records and houses this information on external protected servers. In the event that a hard copy is presented to the department, they are stored in the student's file as noted above. Students have access to their program file by asking the department secretary or program director.

## PTA Program Evaluation

Throughout the course of the program, students participate in evaluation of the PTA courses and instructors. Prior to graduation, students will be asked to sign a consent form, which will enable the program to contact future employers to complete a program evaluation surveys. Employer surveys will be sent out within 12 months post-graduation. Upon graduation, students will participate in exit questionnaires for program evaluation. Follow-up surveys will be sent to graduates at within one-year post-graduation. Results of these surveys will assist in program evaluation, to review, revise, and enhance the program curriculum.

## Instructional Facilities

The OTA/PTA Building, located on the northeast corner of the SCF Bradenton Campus, is Building #28. The building contains the OTA classroom/laboratory, (#28-121) the PTA classroom/laboratory (#28-120), and the OTA/PTA faculty offices. The telephone number is 941-752-5346. Building hours are 8:00 AM to 4:00 PM Monday through Friday. Additional dedicated classroom space is available in the Nursing Education building, #29 room 136/137 and there is a shared student study area located in #29-135. Student lockers are provided in the public restrooms of the #28 building. Students are responsible for providing locks AND must request a locker from the program secretary. The college and program are not responsible for items left in lockers. All locks must be removed at the end of each semester.

## Student Lockers

Lockers are available in the men's/women's bathrooms in Building 28 for student use. These lockers are restricted for students in the OTA and PTA programs only. The students will identify the number of the locker they wish to use and request that this locker be assigned to them for the academic year with the department secretary. Students are responsible for providing their own locks. **ALL LOCKS MUST BE REMOVED, AND LOCKERS EMPTIED AT THE END OF EACH SEMESTER.** At the end of the semester, students will be reminded to empty lockers. If lockers are not emptied after proper notice, the lock will be removed, and any items left in the locker will be discarded. If a lock is placed on an unassigned locker, the lock will be removed, and the contents of the locker discarded. SCF faculty/staff are not responsible for any items placed in these lockers.

## **Bulletin Boards**

Student communication boards are located in the classroom/laboratory areas for communication between faculty and students. Students are responsible for reading notices, etc. posted on bulletin boards. Students will request permission from the program director prior to posting notices. A student communication box is located on the department secretary's desk. Please check this box regularly for messages.

## **Rules of the PTA Classroom and Laboratory**

1. Use of Open Lab hours requires the presence of an OTA/PTA faculty member in building 28 or 29.
2. Equipment and supplies are to be used for lab sessions, practical examinations and student practice sessions only. Under no circumstances will equipment be used for treatment of other individuals. PTA students may practice on each other, OTA students, or PTA/OTA faculty.
3. Equipment and supplies will be used only according to course sequence. Students may not use equipment and supplies for which they have not yet been trained in the PTA program.
4. Students are responsible for the tidiness of the equipment and lab. If a student notices a shortage of supplies or faulty equipment, an instructor should be promptly notified. The students will check linen supplies in and out and clean all treatment areas following labs.
5. Students will wear appropriate lab clothing: shorts for males; shorts and bathing suit tops or halter tops for women. One-piece bathing suits are not acceptable. No shoes may be worn on treatment mats or tables. Students will wear clinical uniforms for laboratory practical examinations. Students must be ready to begin lab at scheduled times, dressed in appropriate lab attire. Failure to be appropriately dressed for lab may result in the student's inability to participate in that lab session.
6. Students should protect the privacy of each other by using appropriate draping or closing the curtains if the potential for personal exposure exists.
7. Students utilizing open lab must sign in/out at the department secretary's desk.

## **Clinical Simulation Area**

The clinical simulation area of the classroom/laboratory provides a clinic-like setting to practice PTA skills. Supplies and equipment necessary for the performance of a variety of PTA skills are available in this area. Laboratory time is required as part of many of the PTA courses and will be scheduled in the same manner as the classroom hours. Students also are encouraged to use the laboratory for individual practice during Open Lab hours. Open lab hours will be posted for each semester. A faculty member must be present in building 28 or 29 during Open Lab hours. Students must sign in and out of Open Lab. Only skills learned in the PTA program may be practiced. Students may only practice with/on each other, PTA/OTA faculty or OTA students.

During the laboratory sessions of the PTA program, students will participate in various physical therapy techniques as both the person receiving the technique and performing the technique. Each type of participation provides a valuable learning experience. Students will participate in these experiences unless there is a medical reason that precludes participation. It is the student's responsibility to inform the instructors of any physical condition which might affect participation.



On rare occasions, while learning a physical therapy technique, the recipient of the technique may experience pain or discomfort. If this happens, the student must inform the lab instructor. Physical contact during activities such as manual muscle testing, range of motion, and other therapeutic techniques should be expected during laboratory sessions. If physical contact poses a problem, please discuss this with the course instructor, advisor, or program director. A laboratory experiences informed consent form will be issued for student signature during orientation.

## **Student Assignment to:**

### **Lecture/Laboratory Sections and Practical Examinations**

Students will be randomly assigned to lecture and laboratory sections by the program.

Practical examinations will be scheduled within regular lecture and/or lab times. Students will be randomly assigned to practical examination times. Changes in assigned lecture, laboratory section or lab practical times must have prior approval of the instructor.

If practical testing requires greater than one day, students will be unable to study in the OTA/PTA building once practical examinations have begun. Students will be allowed in the building only for scheduled classes, faculty appointments, and practical testing. Students should arrive 15 minutes prior to the scheduled practical exam time and must exit the building immediately following their exam. No books, backpacks, notes or cell phones may be brought into the pre-test or testing areas during practical examinations. Students are requested to adhere to the Academic Honor Code and avoid discussion of practical cases and testing until all testing has been completed. To insure fairness to all students, practical cases will be changed and re-numbered for each testing session. Practical evaluations and grades will be distributed upon completion of all testing. Remediation assignments will be made at that time.

### **Clinical Site Locations**

Students are assigned to clinical facilities based on available agencies and student learning needs. Students will be randomly assigned to three clinical sites during the program. Every attempt will be made to provide students with a variety of experiences and will allow for at minimum at least one (1) in-patient and one (1) out-patient setting. Students are discouraged from affiliating with sites of previous or current employment, shadowing, interning or other professional relationships. Most clinical education sites are within the service area of the college (Manatee /Sarasota counties) and are within driving distance from SCF. Students are responsible for their own transportation.

The clinical experience courses are full-time clinical blocks. Students will adhere to clinical education site hours of operation. Some clinical facilities may have flexible hours; however, students are responsible for completing a full-time (40 hour) clinical week. Any clinical absence must be made up prior to the start of the next semester. Makeup days must be preapproved by the ACCE. A grade of incomplete will be submitted until all coursework and clinical hours are remediated.

## **Student Evaluation:**

### **Student Evaluation in Didactic Courses**

Since physical therapy is a profession in which less than safe performance may cause harm or unnecessary discomfort to clients, standards must be maintained which are high enough to insure the effectiveness and competency of program graduates. Individual course syllabi define evaluative components for each course. A grade of “C” or better, as well as the following criteria, is required to complete a course satisfactorily and advance to the next course in the PTA program:

1. The total average cumulative score on all quizzes and assignments must be 70% or higher  
AND
2. The average cumulative score on all written exams must be 70% or higher  
AND
3. Students must pass EACH laboratory practical examination with a score of 70% or higher

If a student fails to achieve any of the above stated criteria, the highest grade awarded will be a D and the student will not be allowed to advance to the next course in the PTA program.

If a student disputes the correct answer of a test question, the question and answer must be submitted to the instructor in writing, with references cited, within 24 hours of the return of the exam.

Communication regarding academic and clinical performance is extremely important to your growth as a student PTA. Faculty strive to maintain consistent communication with students regarding their academic performance. This is done on an individual basis either in person or in writing. Instructors provide continuous information to students regarding their overall course performance throughout the semester via the online learning management system. Students will receive written updates of their assignments, exams, lab course work scores and overall averages throughout the semester.

### **Student Evaluation in Laboratory Courses**

The purpose of the laboratory portion of the PTA program is to evaluate student competence in various psychomotor skills and skill application. Individual evaluations for selected competencies are scheduled at various times during the semester. Laboratory practical examinations are delineated in the course syllabi. Critical skills must be performed satisfactorily in laboratory practical examinations by all students, while other skills are evaluated by peers and/or instructors during laboratory sessions.

Clinical skills are evaluated in the physical therapist assistant laboratory via peer and faculty skill check-offs prior to practical exams. Students must have all required peer and faculty skill checks documented in order to take each practical exam. If a Practical Exam must be delayed due to unfinished skill checks, the student will receive a grade of zero for the missed exam and be placed on academic probation for a failed exam.

Both theory and laboratory portions of a course must be completed satisfactorily to progress in the PTA program. If a student fails to achieve any of the above criteria, the highest grade awarded will be a D and the student will not be allowed to advance to the next course in the PTA program.

Critical elements of skills include safety procedures. Critical elements must be passed with minimal competency in order to pass the laboratory practical examination.

Students are required to successfully demonstrate performance of skills to ensure patient safety and correct delivery of interventions. Time for these evaluations is included in scheduled laboratory time. Students are expected to utilize Open Lab hours for practice.

If a student is unable to demonstrate competence in a skill, the student will have one additional attempt to successfully demonstrate the skill. If a student does not achieve the minimum passing grade (70%) on the first attempt and/or fails to earn at least minimum competency on all items identified as critical elements during a practical exam, then the student will be placed on academic probation. The student must demonstrate remedial activities and efforts which suggest that the outcome of the second trial will be different than the initial attempt. Remediation learning activities will be mutually agreed upon by the student, instructor, and/or program director. Performance standards must be met prior to the next scheduled laboratory practical examination. Failure of a second practical examination attempt will result in the student being unable to progress in the program. Successful remediation attempts will result in the student receiving the higher of the following: their original grade or 70%. Students must pass all laboratory practical examinations to progress to clinical experiences. A student cannot participate in clinical experiences until the evaluation has been completed.

## **Student Evaluation in Clinical Experiences**

Clinical Experiences are scheduled in the second, third, and fourth technical semesters of the PTA program curriculum. The evaluation tool to be used by the student, clinical instructor, clinical faculty and ACCE is provided prior to the clinical experience. Students are responsible for taking the evaluation to each clinical experience.

Clinical grades and assignments are based on practical, behavioral, objective, and competency-based examinations. Formal midterm and final evaluations are completed by the clinical instructor and the student. Student clinical performance evaluation is based upon specified levels of technical and professional competency and is evaluated in comparison with stated criteria in the clinical performance evaluation. Midterm and final evaluations are discussed with the student by the clinical instructor and clinical faculty/ACCE during on-site clinical visits. Criteria for passing each clinical experience are discussed during clinical orientation. Final clinical grades are ultimately determined by the ACCE. Grades will be determined by an average of the following:

1. Graded student assignments
2. Information provided by the clinical instructor on the Clinical Performance Assessment Tool, (CPAT)
3. Clinical presentations

A minimum overall score of 70% is required to pass each clinical education experience. Students who fail to meet this requirement will not be allowed to progress through the PTA program.

If a student does not satisfactorily meet the course objectives, he or she will be unable to progress in the curriculum. Students may reapply to the program one (1) time. Refer to the READMISSION POLICY.

|                |        |   |
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| Grading Scale: | 90-100 | A |
|                | 80-89  | B |
|                | 70-79  | C |
|                | 60-69  | D |
|                | <59    | F |

# ATTENDANCE POLICIES:

## Classroom & Lab Attendance Guidelines and Procedures

**Punctual and regular attendance** is expected of all students in all components of the PTA program and is a hallmark of professionalism. Any class, clinical, or laboratory experience missed, regardless of cause, reduces the opportunity for learning and may adversely affect the grade the student achieves in the course. The following policies do not reflect a question of the legitimacy of the student's absence or tardiness, but rather the necessity of having sufficient time to meet course objectives.

### *Lecture and Lab Attendance*

Students are expected to attend all scheduled lecture and lab courses as per the syllabus and course schedule. Student are expected to be present and ready to participate in lecture and/or lab at the scheduled start time. Students who are not present at the assigned area on time are considered absent. A student's final course grade may be lowered for each episode of absence, tardiness or leaving early.

The program understands that life situations may occur from time to time that may result in a student being unable to attend a lecture or lab course as per the course schedule. If a student must be absent for legitimate reasons, the student must notify the instructor no later than 1-hour prior to the start of the scheduled class by contacting the OTA/PTA academic department secretary via phone at 752-5346, and/or, by method noted by course instructor, (See course syllabus for instructor preference.) Failure to do so may result in the student being placed on academic probation.

Poor attendance may result in the student being placed on academic probation and/or program dismissal. Examples of poor attendance include but are not limited to the following. This list is not all inclusive:

- Recurrent episodes of absence, tardiness and/or leaving class early regardless of notifying the faculty.
- Episodes of absence and/or tardiness in which notifying faculty less than 1-hour prior to scheduled class time.
- Students not being present and ready to participate in the scheduled lecture and/or lab.
- Failure to attend a scheduled lecture and or lab without notification (no call, no show)

Students are responsible for **All** course content covered in any lecture or lab that was covered during a time of poor attendance.

If students are unable to attend class on the day of a scheduled exam, prior notification is required. Students must take the exam on the next day the student is on campus. Students will have a maximum of seven (7) calendar days of the originally scheduled exam date to take the exam or an equivalent exam, subject to the availability of the instructor and college. Failure to do so will result in a score of zero for the exam.

Students who fail to notify the instructor prior to the scheduled exam will receive a grade of zero for the missed exam and be placed on academic probation for a failed exam. (See "Remediation of failed written examination".)

*A student who is dismissed from the program because of absences who believes they have extraordinary circumstances and who wishes to request reconsideration under this policy has the right to appeal, in writing, through the course instructor. The final decision will be made by a PTA faculty committee who will meet within five (5) business days and review the situation on an individual basis. The decision will be based on the probability of the student successfully completing the clinical objectives for the course.*

## **Clinical Attendance Guidelines and Procedures**

Students are expected to attend all clinical days based upon the course syllabus and the clinic's hours of operation. Students are expected to be present and ready to participate in clinical activities at the scheduled start time. Habitual tardiness, absenteeism, leaving early, and unpreparedness will result in a reduction of the final course grade, and possible administrative withdrawal from the course.

Emergency or serious situations will be recognized as excused absences; **however**, these absences **must be made up**. Excused absences may include but are not limited to: personal illness, court appearances, death of immediate family member, etc. Proof of the excused absence must be submitted when appropriate.

Students are expected to be prompt. This is an important practice and quality to develop to become a professional. Students who are not present and prepared to participate in clinical activities on time are considered in violation of the attendance policy.

The student must call to notify the clinical instructor if for any reason he or she cannot report for clinical or cannot report on time. **The student must also notify the ACCE of this information.** (See course syllabus for instructor preference)

All absences must be reported personally by the student to **the CI and to the ACCE** no less than 1-hour prior to the normal starting time. Absence of > 2 hours may require 1 entire day of remediation.

All remediation or makeup days must be **PREAPPROVED** by the ACCE and Clinical Site. Failure to make up required days will result in a grade of "I" (Incomplete) or a failing grade in the clinical course. When graded "I," the grade must be changed to a passing grade **PRIOR** to continuation in the program. Failure to complete the clinical experience within the preapproved remediation time period or earning a failing grade will result in student withdrawal from the program.

*A student who is dismissed from the program because of absences who believes they have extraordinary circumstances and who wishes to request reconsideration under this policy has the right to appeal, in writing, through the course instructor. The final decision will be made by a PTA faculty committee who will meet within five (5) business days and review the situation on an individual basis. The decision will be based on the probability of the student successfully completing the clinical objectives for the course.*

# REMEDIATION:

## Remediation after a Failed Written Exam

A student who earns a failing grade on a written examination, (score less than 70%), will be placed on academic probation effective the date of the failed examination. The student will be allowed to take one (1) make up the examination per failed exam.

- On the day the failed exam is returned, the student will be placed on academic probation and the student will make an appointment with the instructor to review the examination.
  1. It will be at the instructor's discretion as to whether the meeting to review the exam will be on an individual basis or as a group.
  2. The instructor will set the date and time for this meeting.
  3. Written notice of academic probation will be:
    - i. Given to the student
    - ii. Placed in the student file
    - iii. Reviewed by the program director
- The exam must be reviewed, and remediation activities completed and documented for the information missed prior to the student being allowed to take a make-up exam
- Satisfactory completion of the make-up written examination will result in the student being removed from academic probation
- A change in the exam score as a result of a "make-up" exam will only be allowed once during the course and will result in no greater than a 70% grade on the exam.
- Failure of a make-up written examination attempt will result in the grade achieved on the higher of the two attempts and the student will remain on academic probation for the remainder of the course.

## Remediation after a Failed Practical Exam

A student who earns a failing grade on a laboratory practical examination, (score less than 70%) will be placed on academic probation effective the date of the failed examination. A student will be allowed to take one (1) make up practical examination per failed exam.

A student may also fail a laboratory practical examination by failing to demonstrate at least the minimum level of competency on an item identified as a **Critical Element**. Critical Elements include but are not limited to safety procedures and essential skills required for correct completion of the clinical activity.

Failure on any Critical Element of the practical exam will result in a failure of the entire practical examination. The student will be placed on academic probation effective the date of the failed examination and will be required to complete the remediation process as outlined in the academic probation notification. Remediation activities may include but are not limited to completion of supplemental assignments, additional peer and faculty skills checks, and/or the completion of a full or partial practical exam retake. A student will be allowed to take one (1) make up practical examination per failed exam.

In any Physical Therapist Assistant courses where clinical skills are evaluated via "*peer and faculty check-offs*" prior to each practical exam, students must have documented completion for **all** required "*peer and faculty skill checks-offs*" by the assigned due date in order to attempt each practical exam. If a Practical Exam must be delayed due to unfinished "*peer and faculty skill checks-offs*", the student will receive a grade of zero for the missed exam and will be placed on academic probation for a failed exam. A student will be allowed to take one (1) make up practical examination per failed exam.

- On the day of the failed exam the student will be placed on academic probation and the student will make an appointment with the instructor to review the examination.
  1. It will be at the instructor's discretion as to whether the meeting to review the exam will be on an individual basis or as a group.

2. The instructor will set the date and time for this meeting.
3. Written notice of academic probation will be:
  - i. Given to the student
  - ii. Placed in the student file
  - iii. Reviewed by the program director
- The exam must be reviewed, and remediation activities completed and documented for the information missed prior to the student being allowed to take a make-up exam.
- Satisfactory completion of the make-up practical examination will result in the student being removed from academic probation
- A change in the practical exam score as a result of a “make-up” practical exam will result in no greater than a 70% grade on the exam.
- Failure of a make-up practical examination attempt will result in the grade achieved on the higher of the two attempts and the student will not be allowed to progress through the program. Students may apply for readmission to the program one (1) time.

## **Academic Probation**

### **PURPOSE:**

Probation is a period of time designated by the faculty during which a student who has not been making satisfactory progress in a particular PTA course will be given an opportunity to correct deficiencies and to demonstrate satisfactory performance.

The purpose of probation is to formally recognize that a student is not making satisfactory progress. A student will be placed on probation **ONLY** if there is adequate time for the student to remediate and demonstrate consistent satisfactory performance during that semester. The reasons for probation will be given to the student in writing. These reasons may include, but are not limited to:

1. Failure to make satisfactory progress in meeting course requirements for the classroom, laboratory or clinical courses.
2. Unsatisfactory student behavior and/or performance
3. Failure follow program policies/procedures
4. Failure to demonstrate acceptable professional behaviors
5. Behaviors and/or actions in the clinical setting that put patients at risk

### **POLICY:**

A student will be placed on academic probation following failure of a written examination, failure of a practical examination, identification of unsatisfactory clinical performance, violation of program policies/procedures, failure to demonstrate acceptable professional behaviors or exhibiting behaviors and/or actions in the clinical setting that put patients are risk. The student will be provided with requirements and time frames for removal of the probationary status. Failure to meet the documented requirements or time frames will result in the student remaining on academic probation for the remainder of the semester and may result in failure of the course and/or dismissal from the program.

### **PROCEDURE:**

1. Upon notification of unsatisfactory progress, the student will be placed on academic probation.
2. The reasons for probation will be given to the student in writing along with the requirements for removing this designation. These reasons may include, but are not limited to:

- a. Failure to make satisfactory progress in meeting course requirements for the classroom, laboratory or clinical courses including:
    - i. Failure of written examination
    - ii. Failure of practical examination
    - iii. Failure of clinical course work
  - b. Unsatisfactory student behavior and/or performance
  - c. Failure to follow program policies/procedures
  - d. Failure to demonstrate acceptable professional behaviors
  - e. Demonstrating behaviors and/or actions in the clinical setting that put patients at risk
3. Faculty will complete a Notification of Probation form identifying:
  - a. Reasons for probation
  - b. Requirements and time frame for removal of probation
  - c. Learning resources and assistance available
  - d. Date by which requirements for removal of probation must be met
4. Faculty will meet with the student to confirm the student's understanding of the situation. Student progress will be monitored by faculty and documented appropriately.
5. Upon completion of the requirements for removal of probation, the probationary status will be re-evaluated.
6. If the student fails to meet the requirements for removal of probation; then, the student will remain on academic probation for the remainder of the semester.
7. While on academic probation, **ANY** additional occurrences of unsatisfactory progress in **ANY** PTA course may result in failure of the course and/or dismissal from the program.

## **Academic Failure & PTA Program Administrative Withdrawal**

A student who earns a failing grade in a didactic, laboratory or clinical course will be dismissed from the program. Dismissal based on academic failure will result in the student earning a grade of a (D) or (F) based on performance in the failed course, and subsequent administrative withdrawal from all other co-requisite PTA courses in which the student is enrolled. The student will be required to withdraw from any future PTA courses in which they are enrolled. Administrative withdrawal may be utilized in instances where a student has violated program rules, policies or procedures regardless of current academic standing. Following academic failure and/or administrative withdrawal, the student may be eligible for application for readmission per the program policy.

## **READMISSION:**

### **READMISSION POLICY**

Students may be readmitted to the PTA program **ONLY** one (1) time from the date of original program acceptance and no greater than 5 years following withdrawal. This includes students dismissed for cause following selection, but prior to enrollment in the program. A student must apply for readmission to the PTA program within two (2) years of withdrawal to be considered for advanced placement. PTA courses taken two (2) or more years prior to readmission will have to be repeated. In cases of significant curriculum revision, courses taken less than two (2) years prior to readmission may have to be repeated. Student must submit an application for readmission by **August 1**, of the academic year to which they are applying.



Applicants for readmission will be accepted on a space available basis **only**, and acceptance is not guaranteed. Students must meet admission criteria in place at the time of application. Students must complete an application for readmission along with the following:

Submit a formal paper that is typed and single-spaced, no less than one page nor more than three pages to include the following information:

1. Reason for Withdrawal from the PTA Program
2. All courses successfully completed since withdrawing from the PTA Program that demonstrate an ability to attain a "C" or better in a college course **or** explanation of how time was spent since withdrawal if no courses were attempted.
3. A plan that identifies the factors that prevented the prior successful attempt and details, point-by-point, what will be done to prevent these factors from re-occurring if granted readmission to the PTA Program

Applicants for readmission will be notified of an available seat no later than the end of the semester prior to the anticipated date of re-entry with the exception of students re-applying for entry into the first semester of the program. Students applying for re-entry into the first semester of the program will be notified of an available space no later than the end of the drop/add period of the first semester. Students who are re-admitted may be re-tested in the basic skills up to the withdrawal point in the program to assure competency in didactic information and practical skills.

Readmitted students will be held to the policies and procedures of the college catalog and student handbook that are in place for the semester in which they are returning.

All re-admitted students must also fulfill the following requirements:

#### Health Certification:

1. Must be completely redone including all applicable serum titers
2. Must provide evidence of a current tuberculin skin test (within one year), or chest film (within past five years). An annual tuberculin skin test or equivalent will be required for the duration of the program.

#### CPR Certification:

1. Proof of certification in Basic Life Support for the Health Care provider offered through the American Heart Association. The student must maintain a current CPR certification while enrolled in the PTA program. Certification is good for two calendar years.
2. If the current certification expires prior to the anticipated graduation date, the student will be required to complete another CPR course while in the program.
3. Failure to maintain a current CPR certification will result in immediate withdrawal from all clinical courses.

#### Background Check and Drug Screen:

1. Must be redone prior to reacceptance

## **READMISSION PROCEDURE**

1. Students wishing to apply for readmission must contact the program director to express intent and obtain an application for readmission.
2. Applications must be completed and received by the program by August 1, of the academic year to which the student is applying
3. Applications for readmission will be accepted and reviewed on a "first come, first serve" basis.
4. If space is available in the class, the application for readmission will be reviewed by a readmission committee consisting of no less than two PTA program faculty.
5. Determination of space availability:
  - a. For students applying for readmission into the first semester of the program with or without advanced placement, space availability will be determined during the following time frame:
    - i. August 1 of the academic year to which the student is applying through the end of the add/drop period of the Fall semester of the academic year to which the student is applying.

- b. For students applying for readmission into the second through the fifth semesters of the program with advanced placement, space availability will be determined no later than the end of the semester preceding the semester of requested re-admission.
6. Applicants for readmission will be notified in writing of the application decision based on the following time frames:
  - a. For students applying for readmission into the first semester of the program: No later than the end of the add/drop period of the Fall semester of the academic year to which the student is applying
  - b. For students applying for readmission into the second through the fifth semester of the program: No later than the end of the semester preceding the semester of requested re-admission
7. Students who are re-admitted may be re-tested in the basic skills up to the withdrawal point in the program to assure competency in didactic information and practical skills.
  - a. Readmitted students granted advanced placement will receive a "conditional reacceptance".
  - b. Students must successfully complete testing of didactic and practical skills
  - c. Dates for testing will be determined by the PTA program faculty
  - d. Students must earn 70% or greater on each assessment to successfully pass the assessment and earn advanced placement
  - e. Failure to earn a passing score on each assessment will result in forfeiture of the seat offered in the "conditional reacceptance".
8. Readmitted students will be held to the policies and procedures of the college catalog and student handbook that is in place for the semester in which they are returning.

## **FINGERPRINTING INFORMATION**

Students may need to be fingerprinted to meet requirements of some clinical educational facilities. Students will be responsible for the cost of fingerprinting.

## **BASIC LIFE SUPPORT (CPR)**

Students enrolled in health professions programs are required to be certified by the **American Heart Association in Basic Life Support for the Health Care Provider including AED**. Certification must be valid while enrolled in the program and through graduation. This requirement can be completed through courses offered through SCF. This course **must** be completed prior to start of fall semester PTA course work.

## **USE OF PHOTOGRAPHY/VIDEO/VOICE**

As a student in the PTA program, there may be occasions where audiovisual images of students participating in the activities of the program may be taken. These images may be used as part of various college and program related publications, presentations, etc. These images may also be used for instructional purposes.

## **FINANCIAL REMUNERATION**

Under no circumstances will students be paid for their services while enrolled in clinical experience courses. If a student chooses to work outside of their clinical hours, work and clinical hours must be kept clearly separate.

Students are discouraged from attempting to complete the program and working full-time. Doing so may jeopardize the student's successful completion of the PTA program. Information on financial aid resources is available through the SCF Financial Aid Office.

# **PROFESSIONAL ORGANIZATION**

Students are required to become members of the physical therapy professional organizations. The American Physical Therapy Association (APTA) and the Florida Physical Therapy Association (FPTA) have affiliate memberships for students at a reduced cost. These organizations offer current journals, information on continuing education courses, employment opportunities, professional networking opportunities, and many other benefits and membership is required to access and complete several assignments in multiple PTA courses during both the 1<sup>st</sup> and 2<sup>nd</sup> year of the technical program. Information will be provided with the student booklist each semester and is also available at: [www.apta.org](http://www.apta.org) and [www.fpta.org](http://www.fpta.org)

## **DISTANCE LEARNING**

During the program student may be requested to complete selected course assignments via distance learning methods. Student privacy and identity verification is maintained by conducting all non-face to face assignments via the online learning management system which requires students to log on utilizing an individual password. Specific instructions related to individual assignments will be provided in course syllabi.

## **REASONABLE CAUSE DRUG SCREENING**

### **PURPOSE:**

The faculty of the State College of Florida Health Professions Programs has the responsibility for ensuring that all students in the health professions programs are able to function safely and effectively in the health care facilities used for clinical experience during the programs. Students are not allowed in the clinical area under the influence of any chemical substance that may alter thinking or functioning. To promote and maintain this level of safe practice, all students accepted into a health professions program will submit to drug screening as a condition for remaining in the program.

If at any time during the student's enrollment in a Health Professions Program, it is determined that a student's behavior is suspect of being chemically impaired, the faculty member/clinical instructor will report the observed behavior to the Program Director, who will direct the student for completion of a **Reasonable Cause Drug Screening**. Suspicious behavior may include, but is not limited to, slurred speech, unsteady gait, drowsiness, glassy eyes, personality or mood changes, alcohol smell on breath, altered thinking, inability to understand or follow through with instructions, and/or inappropriate behavior.

All drug tests are done according to the specific guidelines of the National Institute on Drug Abuse and are subject to mandatory confirmation of any preliminary positive results.

Testing procedures will be the same as for the preclinical screening. Substances to be tested will be the same as noted in the *Health Professions Program Handbook*.

### **POLICY**

- A. If at any time during the student's enrollment in a Health Professions Program, it is determined that a student's behavior is suspect of being chemically impaired, the faculty member/clinical instructor will report the observed behavior to the Program Director, who will direct the student for completion of a **Reasonable Cause Drug Screening**. Suspicious behavior may include, but is not limited to, slurred speech, unsteady gait, drowsiness, glassy eyes, personality or mood changes, alcohol smell on breath, altered thinking, inability to understand or follow through with instructions, and/or inappropriate behavior.

- B. If at any time reports of potential substance abuse by any currently enrolled health professions student(s) provide reasonable suspicion that a student may be chemically impaired; the Program Director may authorize that the reported student(s) be selected for random screening/reasonable cause drug screening.
- C. **Reasonable Cause Drug Screening** requires the student bring a picture ID to the collection site.
- D. Students will not be allowed to drive themselves to **Reasonable Cause Drug Screenings**.
- E. Refusal to submit to testing is a violation of the Division's Drug Screening policy and will result in immediate dismissal from the program as per the Health Professions Student Handbook.
- F. Students will be given a reasonable opportunity to explain a confirmed positive test result. If the explanation is unacceptable and/or cannot be satisfactorily documented by the student's physician, the student will be dismissed from the program and will be referred to a treatment resource for evaluation as per the Health Professions Student Handbook
- G. Students wishing to address any concerns about the drug screening policies or procedures of the College may follow the Student Conflict Resolution procedures as outlined in the SCF Student Handbook.

## **PROCEDURE**

- A. When a student is suspected of being chemically impaired, the faculty member/clinical instructor will report the observed behavior to the Program Director.
- B. The Program Director will send the student for a **Reasonable Cause Drug Screening**
  - 1. The Program Director will contact and inform the student of the suspected impairment.
  - 2. The Program Director will order and/or instruct the student to log into *Castle Branch* and order the Random Drug Screen Order.
  - 3. The Program Director will contact the student's emergency contact on file with the program.
  - 4. The emergency contact will be instructed to pick the student up at the college/clinical site and escort them to the drug testing facility identified via the *Castle Branch* order process.
  - 5. The student will have no more than 24 hours to complete the drug test from initial contact by the program director.
- C. Students with a positive drug screen will be dismissed from the program immediately. Each of the following will constitute a positive screen:
  - 1. A confirmed positive screen to which the student is unable to provide a reasonable explanation or satisfactory documentation from the student's physician.
  - 2. Failure to order the Random Drug Screen on *Castle Branch* when instructed.
  - 3. Failure to show/complete the screening at the collection site
  - 4. Failure to complete the drug screen within 24 hours of initial contact by the program director
  - 5. Refusal to submit to testing as listed in the Health Professions Programs Student Handbook
- D. The Cost of the **Reasonable Cause Drug Screen** will be paid for by the College.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**Physical Therapist Assistant Program**

**Student Self-Assessment:** Students can use this form to self-assess their generic abilities throughout their time in the program. This form may be reviewed during scheduled student advising meetings. (See also previous section for “performance standards.”)

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

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

Semester: \_\_\_\_\_

Evaluator: \_\_\_\_\_

| <b>PERFORMANCE STANDARDS RATING SCALE</b> |  |
|---|--|
| S+  | Student exceeds satisfactory performance                             |
| S   | Student performs at a satisfactory level                             |
| NE  | Student needs experience   |
| NI  | Student needs improvement  |
| N/O                                       | Student has not had opportunity to work on this Performance Standard |
| —   | Standard was not evaluated on this Performance Standard              |

Place the score opposite the performance standard using the Rating Scale

| <b>Standard of Performance</b>  | <b>Score</b> | <b>Comments</b> |
|---|--------------|-----------------|
| <b>Critical Thinking</b>  |              |                 |
| ❖ Applies critical thinking processes to work in the classroom, laboratory and the clinic.  |              |                 |
| ❖ Exercises sound judgment in class, laboratory and in clinic.  |              |                 |
| ❖ Follows safety procedures established for each class, laboratory and clinic.  |              |                 |
| ❖ Demonstrates ability to self-evaluate.  |              |                 |
| ❖ Demonstrates ability to identify problems and offer possible solutions.   |              |                 |
| <b>Interpersonal</b>  |              |                 |
| ❖ Demonstrates interest in classmates, faculty, patients/clients.   |              |                 |
| ❖ Demonstrates the ability to get along with and cooperate with others.   |              |                 |
| ❖ Demonstrates ability to relate to other people beyond giving and receiving instructions.  |              |                 |
| ❖ Demonstrates ability to maintain poise and flexibility in stressful or changing conditions.   |              |                 |
| ❖ Recognizes and responds appropriately to individuals of all ages, genders, races, socio-economic, religious, sexual preferences and cultural backgrounds. |              |                 |

| <i>Standard of Performance</i>  | <i>Score</i> | <i>Comments</i> |
|---|--------------|-----------------|
| <b>Communication</b>  |              |                 |
| ❖ Reports clearly and legibly through progress notes in patient/client charts, communicates with physicians and insurance providers including billing and order/referral forms.                 |              |                 |
| ❖ Responds to patient calling or any other warning call and machine alarm.  |              |                 |
| ❖ Participates in group meetings to deliver and receive information and respond to questions from a variety of sources.   |              |                 |
| ❖ Communicates effectively with classmates in simulated laboratory activities and situations for data collection, instruction and intervention.   |              |                 |
| <b>Motor Skills</b>   |              |                 |
| ❖ Moves around in classroom, laboratory, patient/client's room, therapy/treatment area.   |              |                 |
| ❖ Walks to and from departments to patient/client's rooms.  |              |                 |
| ❖ Provides for patient/client safety and well-being in all therapeutic or transporting activities.  |              |                 |
| ❖ Exhibits sufficient manual dexterity to manipulate small and large equipment, provide support, assistance and resistance as needed for movement, exercise, data collection and interventions. |              |                 |
| ❖ Performs CPR.   |              |                 |
| <b>Hearing</b>  |              |                 |
| ❖ Demonstrates ability to obtain appropriate information directly from instructors and classmates in laboratory simulations and examinations.   |              |                 |
| ❖ Demonstrates ability to obtain appropriate medical history and data collection directly from the patient/client or guardian.  |              |                 |
| ❖ Responds to monitor alarms or cry for help.   |              |                 |
| <i>Standard of Performance</i>  | <i>Score</i> | <i>Comments</i> |
| <b>Visual</b>   |              |                 |
| ❖ Demonstrates ability to observe lectures, and laboratory demonstrations.  |              |                 |
| ❖ Receives information via observation from patients/clients, e.g. movement, posture, body mechanics, etc. necessary for comparison to normal standards for                                     |              |                 |

|   |  |  |
|---|--|--|
| purposes of evaluation of performance and response to interventions.  |  |  |
| ❖ Receives information from treatment environment.  |  |  |
| Tactile   |  |  |
| ❖ Senses changes in an individual's muscle tone, muscle strength, skin quality, joint mobility, kinesthesia and temperature to gather accurate objective evaluative information in a timely manner. |  |  |
| Self-Care   |  |  |
| ❖ Maintains hygiene.  |  |  |
| ❖ Demonstrates safety habits and work area neatness.  |  |  |
| ❖ Maintains a healthy lifestyle.  |  |  |
| Intellectual Abilities  |  |  |
| ❖ Demonstrates ability to comprehend and follow verbal and written instructions.  |  |  |
| ❖ Demonstrates ability to perform simple and repetitive tasks.  |  |  |
| ❖ Can learn to reconcile conflicting information.   |  |  |
| ❖ Written communication:<br>Demonstrates ability to use proper punctuation, grammar, spelling;<br>Work is neat and legible.   |  |  |
| Commitment to Learning  |  |  |
| ❖ Completes readings, assignments, and other activities outside of class hours.   |  |  |
| ❖ Demonstrates initiative, motivation and enthusiasm.   |  |  |
| ❖ Demonstrates ability to complete all work without evidence of cheating or plagiarism.   |  |  |
| ❖ Attends all classes/labs/clinical as assigned.  |  |  |
| ❖ Is consistently punctual to all class, lab, and clinical assignments.   |  |  |
| Affective Learning Skills   |  |  |
| ❖ Demonstrates ability to sustain the mental and emotional rigors of a demanding educational program, which includes an academic and clinical component, that occurs within set time constraints.   |  |  |
| ❖ Demonstrates willingness to accept challenges.  |  |  |
| ❖ Open to feedback.   |  |  |

|   |  |  |
|---|--|--|
| ❖ Listens actively.   |  |  |
| ❖ Follows guidelines and rules for the program and college. |  |  |

Faculty Signature(s): \_\_\_\_\_

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

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

Rev. 7/01, 5/03, 5/2006



## **PTA HANDBOOK FORMS**

You will be required to sign copies of the forms in this section to enroll in the Physical Therapist Assistant Program

Your Signature acknowledges adherence to the policies and procedures of the PTA program while you are enrolled.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA**  
**PHYSICAL THERAPIST ASSISTANT PROGRAM**  
**RELEASE OF INFORMATION FORM**

In accordance with the Citizen's Right to Privacy Act, it is now necessary to have a signed consent to release any information in the form of a recommendation. This applies to both practicing therapists who are changing jobs and to students who are seeking jobs or pursuing advanced degrees after completing the PTA program.

I, \_\_\_\_\_, give my consent for the

Print Name

State College of Florida Physical Therapist Assistant Program, Bradenton, Florida, to release, either in writing or verbally, any information regarding my performance as a therapist or student. I understand that no information may be released without my signed consent.

This consent is valid from the date below, until withdrawal of consent is received in writing from the person whose signature is indicated.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**STATE COLLEGE OF FLORIDA**  
**PHYSICAL THERAPIST ASSISTANT PROGRAM**  
**STUDENT AGREEMENT AND RELEASE:**

**TERMS AND CONDITIONS FOR PARTICIPATION IN COLLEGE-**  
**SPONSORED ACTIVITIES AND TRIPS**

**Student's Name:** \_\_\_\_\_  
**Academic Years:** 2020 - 2022  
**Activity/Trip:** All Trips

Students accepted to participate in an SCF-sponsored activity or trip must be mature persons who want to participate because of a genuine interest in the educational experiences offered. Each participant has personal responsibility for the success of the trip, and each must exercise good judgment, respect the rights and feelings of others, and subscribe to the rules and regulations of State College of Florida, Manatee-Sarasota. This agreement is designed to protect all participants: students, faculty advisors and chaperons, and agencies and individuals cooperating with the activity or trip. **All students must sign this form to indicate they have read this entire agreement and will abide by it.**

**In consideration of my voluntary participation, I agree as follows:**

I agree to release State College of Florida, Manatee-Sarasota, its agents, employees, representatives, faculty advisors, and chaperons from any and all liability, loss, costs, claims, damages and expenses, including attorney's fees, arising or claimed to have arisen out of personal injury to me, or property damage or loss sustained by me, as a result of my voluntary participation, including travel to and from the activity site, even if such injury or damage is caused by the rendering of emergency medical procedures or treatment, if any.

In the event of illness or injury, I authorize the faculty advisor or chaperon to activate the emergency medical system and I assume the cost of such treatment.

I understand that State College of Florida, Manatee-Sarasota may not have insurance coverage specifically applicable to the activity or trip or for any resulting injury or damages to person or property. I represent that, in the event of accident or injury, I acknowledge that payment for emergency or medical treatment is my responsibility.

I understand that State College of Florida, Manatee-Sarasota has reserved the right to advise my parent(s) or guardians(s) of any situation in which I am involved, if the college deems such situation worthy of parental involvement.

I understand that all participants are subject to State College of Florida, Manatee-Sarasota rules, regulations, and policies and I agree to strictly adhere to such rules, regulations, and policies. I further understand that the faculty advisor or chaperon may send me home at his or her sole discretion if my continued presence poses a danger to me, to other persons, or to property or is an ongoing threat of disruption to the trip or program, or if I engage in activities or conduct in violation of State College of Florida, Manatee-Sarasota rules, regulations or policies. If I am sent home from the activity or trip, I will be responsible for the cost of being sent home and will not be entitled to reimbursement for the cost of participating in the trip.

I have read and understand this document and agree that it will legally bind me.

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

Rev. 10/29/02 04/20/04, 4/06, 6/07, 6/08, 4/09, 5/10, 5/11, 4/12, 4/13, 4/14, 4/15, 5/16,5/17

# Health Professions Programs

## REASONABLE CAUSE DRUG SCREENING ACKNOWLEDGEMENT

I, \_\_\_\_\_, have received, reviewed, and understand the content in the Health Professions Programs **Reasonable Cause Drug Screening** policy and procedure. I am aware of and accept my responsibilities to both the college and the program in regard to this policy and procedure.

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

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

\_\_\_\_\_  
**Print Name**

**Please indicate which program you are enrolled in:**

\_\_\_\_\_ Dental Hygiene    \_\_\_\_\_ Nursing    \_\_\_\_\_ OTA    \_\_\_\_\_ PTA    \_\_\_\_\_ Radiography

**Physical Therapist Assistant Program**  
**ALUMNI DATABASE AND ALUMNI DIRECTORY CONSENT**  
**FORM**

I, \_\_\_\_\_, agree upon my graduation from the PTA program at State College of Florida, to have my demographic information published in the SCF PTA Alumni Database and Alumni Directory. This information will be used exclusively by the Program and other program alumni for the purposes of remaining in contact with and alerting alumni of select events. Database and Directory information will not be shared or disseminated to third parties.

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

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

\_\_\_\_\_  
**Print Name**

**This student handbook has been developed so students are fully aware of specific policies and procedures of the Health Professions Programs.**

**Policies may be subject to change during the student's course of study, if so determined by the faculty. If changes are made, students will be notified in writing.**

**Students are reminded that they also must be familiar with and adhere to the policies and procedures of the College, as stated in the College Catalog and the SCF student Handbook.**

## **SCF Statement of Nondiscrimination**

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, 5840 26th St. W., Bradenton, FL 34207.

Location: Office of Human Resources:  
5840 26th St. West, Bradenton, FL 34207  
Administration Building 7, Room 121  
Bradenton Campus