WELCOME TO NEW STUDENTS

Welcome to the Physical Therapist Assistant Program at Kilgore College. You have chosen a very exciting and rewarding profession. We hope to provide you with the necessary skills required to provide quality patient care in physical therapy. This Policy and Procedure Manual is designed to be used as a source of information and a foundation for student behavior. This manual along with your Kilgore College Handbook and the Kilgore College Catalog are indispensable guides. These policies are subject to change as is deemed necessary and will be published in future editions of this manual.

If you should need assistance in overcoming obstacles during your course of study, please feel free to contact us. The PTA offices are located in rooms 248 and 250 of the Health Science Center (HSC) Building. Office hours will be posted on each door each semester. The phone number for the PTA office is 983-8148 or 983-8154 and there is voice mail if we are out of the office or on the phone. The number for the support specialist is 983-8204 and her office is on the ground floor of the same building, room G65.

We hope you are as excited about the next two years as we are and we look forward to working with you on your way to success!

PHILOSOPHY, MISSION STATEMENT, AND GOALS

PHILOSOPHY

The Physical Therapist Assistant Program at Kilgore College is committed to the highest standards of ethics and professionalism. We exist to provide the highest quality education possible to our students to provide the community with physical therapist assistants who are capable of providing physical therapy services under the direction and supervision of a physical therapist in a safe, effective, ethical, and lawful manner to individuals of all ages and diverse ethnic and socioeconomic backgrounds.

MISSION

The mission of the Physical Therapist Assistant Program corresponds with the mission of Kilgore College which is to provide “educational opportunities that have high quality, great value, . . . and community focus”. The mission of the Physical Therapist Assistant Program, therefore, is to provide quality education that encompasses theory, knowledge and clinical skills needed to graduate caring, competent, and qualified entry-level physical therapist assistants who will provide physical therapy services under the direction and supervision of a physical therapist to meet the needs of the community in a variety of clinical settings.

GOALS

In accordance with its mission and philosophy, the Physical Therapist Assistant Program has the following goals:
--To provide students with knowledge and practical experience through classroom, lab and clinical education experiences which reflect prevalent practices of physical therapy,
--To promote a curriculum dedicated to instilling personal growth and development, lifelong learning, involvement in the profession, and commitment to society,
--To prepare physical therapist assistants to work collaboratively as a member of the healthcare team in the best interest of the patient, and
--To produce graduate physical therapist assistants who function ethically, legally, safely, effectively, and efficiently under the direction and supervision of a physical therapist.
STUDENT OUTCOMES

The overall program goals will be evidenced by the following student outcomes:
--The student will exhibit professional conduct that reflects practice standards that are legal, ethical, safe, and reflects a commitment to the profession of physical therapy.
--The student will communicate verbally, nonverbally, and in writing with the patient, family members, physical therapist, health care delivery personnel, and others in an effective, appropriate, and capable manner.
--The student will demonstrate competency in performing components of data collection skills essential for carrying out the physical therapist’s plan of care.
--The student will demonstrate competency in implementing selected components of interventions identified in the plan of care established by the physical therapist.
--In role playing, discussion, or a clinical setting, the student will recognize situations and make appropriate recommendations to the physical therapist for changes in the treatment plan or when an intervention should not be performed.
--The student will interact with other members of the health care team in patient-care and non-patient care activities.

ACCREDITATION

The Physical Therapist Assistant Program at Kilgore College originally received five (5) years unconditional accreditation from CAPTE, the Commission on Accreditation for Physical Therapy Education in March, 1988, an additional 8 years continued accreditation in May, 1994, and 10 years in May, 2002. The Program received another 10 years of reaccreditation in May, 2011. Accreditation signifies the Physical Therapy profession's stamp of approval; students must be graduates of an accredited program in order to be eligible for licensure to practice in the state of Texas. The Kilgore College Physical Therapist Assistant faculty and staff are very proud of our "accredited status" and are dedicated to continuing the high standards and quality education the program provides.

ORGANIZATIONAL CHART

Below is a chart showing the lines of communication within the Physical Therapist Assistant Program. Locate your block - "student." Follow the line directly to all of the other blocks showing persons with whom you may communicate with directly and they with you.

Board of Trustees

President

Vice-President of Instruction

Dean of Math, Science, and the Health Sciences

Program Director

Academic Faculty                  Clinical Faculty

Student

Summer, 2019
## ESTIMATED PHYSICAL THERAPIST ASSISTANT PROGRAM COST ANALYSIS 2019-2020

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>IN DISTRICT PTHA COURSES ONLY</th>
<th>OUT OF DISTRICT PTHA COURSES ONLY</th>
<th>IN DISTRICT WITH SUPPORT COURSES</th>
<th>OUT OF DISTRICT WITH SUPPORT COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$1242.00</td>
<td>$2190.00</td>
<td>$1586.00</td>
<td>$2850.00</td>
</tr>
<tr>
<td>Lab and Health Science fees</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Books (Required texts only)</td>
<td>$570.00</td>
<td>$570.00</td>
<td>$700.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Liability and Accident Insurance</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Hepatitis B vaccination*</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Course fees – APTA dues, lab kit, program polo</td>
<td>$215.00</td>
<td>$215.00</td>
<td>$215.00</td>
<td>$215.00</td>
</tr>
<tr>
<td><strong>Total for Semester</strong></td>
<td><strong>$2397.00</strong></td>
<td><strong>$3345.00</strong></td>
<td><strong>$3021.00</strong></td>
<td><strong>$4285.00</strong></td>
</tr>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$1032.00</td>
<td>$1980.00</td>
<td>$1634.00</td>
<td>$3135.00</td>
</tr>
<tr>
<td>Lab and Health Science fees</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$450.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Books (Required texts only)</td>
<td>$276.00</td>
<td>$276.00</td>
<td>$526.00</td>
<td>$526.00</td>
</tr>
<tr>
<td><strong>Total for Semester</strong></td>
<td><strong>$1608.00</strong></td>
<td><strong>$2556.00</strong></td>
<td><strong>$2610.50</strong></td>
<td><strong>$4111.00</strong></td>
</tr>
<tr>
<td><strong>Summer I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$258.00</td>
<td>$316.00</td>
<td>$334.00</td>
<td>$571.00</td>
</tr>
<tr>
<td>Books (Required texts only)</td>
<td>$76.00</td>
<td>$76.00</td>
<td>$76.00</td>
<td>$76.00</td>
</tr>
<tr>
<td><strong>Total for Semester</strong></td>
<td><strong>$334.00</strong></td>
<td><strong>$571.00</strong></td>
<td><strong>$334.00</strong></td>
<td><strong>$571.00</strong></td>
</tr>
<tr>
<td><strong>Summer II</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$172.00</td>
<td>$330.00</td>
<td>$172.00</td>
<td>$330.00</td>
</tr>
<tr>
<td>Lab and Health Science fees</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Course supply fee – PTA MACS and nametag</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Software fee</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Clinical uniforms/scrubs</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Total for Semester</strong></td>
<td><strong>$457.00</strong></td>
<td><strong>$615.00</strong></td>
<td><strong>$457.00</strong></td>
<td><strong>$615.00</strong></td>
</tr>
<tr>
<td><strong>Total for Program</strong></td>
<td><strong>$8644.00</strong></td>
<td><strong>$12,515.00</strong></td>
<td><strong>$11,213.00</strong></td>
<td><strong>$16,429.00</strong></td>
</tr>
</tbody>
</table>

## SOPHOMORE YEAR

| Fall Semester |                               |                                   |                                  |                                     |
| Tuition and fees | $1118.00 | $2145.00 | $1376.00 | $2640.00 |
| Lab and Health Science fees | $200.00 | $200.00 | $325.00 | $325.00 |
| Books (Required texts only) | $289.00 | $289.00 | $431.00 | $431.00 |
| Physical Therapy Club and APTA dues | $95.00 | $95.00 | $95.00 | $95.00 |
| Liability and Accident Insurance | $20.00 | $20.00 | $20.00 | $20.00 |
| **Total for Semester** | **$1722.00** | **$2749.00** | **$2247.00** | **$3511.00** |
| Spring Semester |                               |                                   |                                  |                                     |
| Tuition and fees | $602.00 | $1155.00 | $860.00 | $1650.00 |
| Lab and Health Science fees | $225.00 | $225.00 | $225.00 | $225.00 |
| Software Fees | $185.00 | $185.00 | $185.00 | $185.00 |
| Testing Fee – Mock licensure | $125.00 | $125.00 | $125.00 | $125.00 |
| Books (Required texts only) | $85.00 | $85.00 | $247.00 | $247.00 |
| Clinical uniforms/scrubs | $200.00 | $200.00 | $200.00 | $200.00 |
| NPTE Licensure fees | $704.00 | $704.00 | $704.00 | $704.00 |
| **Total for Semester** | **$2126.00** | **$2679.00** | **$2579.00** | **$3336.00** |
| **Total for Program** | **$8644.00** | **$12,515.00** | **$11,213.00** | **$16,429.00** |
HONOR CODE

It is the responsibility of students and faculty to help maintain scholastic integrity at the College by refusing to participate in or tolerate scholastic dishonesty. Plagiarism and other forms of academic dishonesty undermine the very purpose of the College and diminish the value of an education. Specific sanctions for academic dishonesty are outlined in the Kilgore College Student Handbook. Personal and professional ethics are inherent in the field of physical therapy. The Honor Code, in its simplest form, means that you will neither give nor receive unauthorized assistance from any person, paper, or object, on any test, paper, examination, or project. This includes talking about lab practicals, looking at copies of old tests from previous students, copying or allowing someone to copy off of your test/assignment, and discussing test questions with someone who has not yet taken the test. When using another person's words or ideas, credit should be given to the source. We are confident you will be proud to subscribe to this Honor Code. Failure to do so may result in expulsion from the program.

GENERAL POLICIES AND PROCEDURES

CHANGE OF PERSONAL INFORMATION

It is of utmost importance that the Program Director and support specialist be kept informed concerning ALL changes in personal information during the length of the program. This includes changes in address, phone number, marital status, name change, email address, etc. This should be done as soon as possible after a change is made. The Registrar’s Office also needs this information for residency status and for correct mailing address of any correspondence.

EMAIL CORRESPONDENCE

Starting in the fall of 2016, all correspondence between the school or program and the student will be made through the student’s official Kilgore College email account, not personal email accounts. Faculty will neither send nor receive email from a student’s personal email account. This will satisfy security and FERPA regulations.

SOCIAL MEDIA POLICY

The PTA Program abides by the Position approved by the American Physical Therapy Association (APTA) House of Delegates (HOD) in 2012. It states:

Whereas, social media creates opportunities to communicate in a public forum;
Whereas, Physical therapists (PT), physical therapist assistants (PTA) and physical therapy students (students) must be knowledgeable and respectful of the principles of patient/client privacy and confidentiality in safeguarding identifiable patient/client information as it relates to social media;

Summer, 2019
Whereas, PTs, PTAs, and students who use social media should represent their own views and be professional and accurate in their communications;
Whereas, errors and omissions in communication, harassing statements, and unprofessional language presented via social media may have a long-lasting and possibly negative impact on the individual or the physical therapy profession;
Whereas, PTs, PTAs, and students shall consider when and how to separate their personal and professional lives on social media; and,
Whereas, PTs, PTAs, and students should be knowledgeable about employers’, educational institutions’, or clinical training sites’ published policies on social media;
Resolved, Physical therapists (PT), physical therapist assistants (PTA) and physical therapy students (students) shall consider whether to interact with patients on social media or create separate personal and professional social media profiles;
Resolved, PTs, PTAs, and students shall not misrepresent when they are speaking for themselves or the American Physical Therapy Association (APTA), other organizations, educational institutions, clinical sites, or employers; and
Resolved, if an individual identifies content posted to social media by a colleague that appears unprofessional, s/he has a responsibility to bring that to the attention of the individual that has posted the content so that s/he can remove it or take other appropriate action;
Resolved, PTs, PTAs, and students engaging in social media activities shall demonstrate appropriate conduct in accordance with the Code of Ethics for the Physical Therapist and Standards of Ethical Conduct for the Physical Therapist Assistant.

In addition, the Kilgore College PTA Program adopted the following Social Media Policy effective fall, 2016:

Kilgore College understands that students participate in social networking sites (e.g. Facebook, MySpace, Twitter, YouTube, and LinkedIn), chat rooms, and create and maintain personal websites, including blogs. Kilgore College respects student’s online social networking and personal Internet use. As a student, you should be mindful to use electronic media responsibly and respectfully. Because a Kilgore College student’s online comments and postings can impact Kilgore College, affiliated medical facilities, patients, staff members or instructors, Kilgore College PTA Program adopted the following guidelines that students must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty:

1. **Follow all applicable Kilgore College policies.** To remain in compliance with the **Health Insurance Portability and Accountability Act (HIPAA)** you must not share confidential or proprietary information from medical facilities, their staff members or patients encountered while a student at Kilgore College. Posts from Kilgore College computers and E-mail addresses are the property of Kilgore College and subject to the policies, rules and regulations of Kilgore College. Photography, video and voice recordings from clinical locations are prohibited by law (HIPAA) without adequate written permission. Even with permission for educational purposes, these recordings should never be posted on social media or social networking sites.

2. **Write in the first person.** Where your connection to Kilgore College or the PTA Program is apparent, make it clear that you are speaking for yourself and not on behalf of Kilgore College or the PTA Program. In those circumstances, you may want to include this disclaimer: “The views expressed on this [blog; website] are my own and do not reflect the views of Kilgore College.”

Summer, 2019
College or the PTA Program.” Consider adding this language in an “About me” section of your blog or social networking profile.

3. **If you communicate in the public internet about Kilgore College or Kilgore College-related matters, disclose your connection and your role at Kilgore College.** Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on Kilgore College, and may result in liability for you or Kilgore College.

4. **Use a personal email address (not your Kilgore College.edu address) as your primary means of identification for non-professional or non-educational correspondence.** Do not use your Kilgore College E-mail address for personal views.

5. **If your blog, posting or other online activities are inconsistent with, or would negatively impact Kilgore College, the PTA Program, affiliated medical facilities, patients or staff member’s reputation or brand, you should not refer to or identify your connection to Kilgore College, the PTA Program, affiliated medical facilities, patients or staff members.**

6. **Be respectful and professional to fellow students, instructors, sponsors and patients. Avoid using unprofessional online personas.**

7. **Ensure that your blogging and social networking activity does not interfere with your student commitments.**

(This policy is based in part on Weatherford College Health and Human Science Division Social Media Policy, Social Media/ Social Networking policies from the Cleveland Clinic adapted from http://socialmediagovernance.com/policies.php, and the online article “Ten Must Haves in a Social Media Policy” http://mashable.com/2009/06/02/social-media-policy-musts/.) Failure to comply with this policy will result in disciplinary action.

**TRANSFER CREDITS**

Transfer of credits earned at another institution are evaluated on an individual basis by the Registrar's Office and the Health Professions Counselor. PTHA credits earned at Kilgore College may transfer to other colleges at the discretion of that institution’s admissions office. In general, PTHA technical courses may be transferable as electives only and probably do not satisfy requirements for a degree in Physical Therapy unless an agreement has been made with that university. The University of Texas at Tyler has a B.A.A.S. degree and LeTourneau University has a B.S. degree that will accept many of the PTA courses toward the degree as well as fulfill the requirements for those wishing to pursue the bridge PTA to DPT Program offered by UTMB Galveston. These degree plans can be obtained from the PTA Program Director.

**GRADING POLICY AND PROCEDURE**

The Kilgore College Physical Therapist Assistant Program is designed to give students a well-rounded education for a career in Physical Therapy. The curriculum consists of both a general education component (English, biological sciences, social science, and a humanities/fine arts elective) as well as the technical component. Clinical experience is planned to develop skill in providing direct patient care.

Course grades are based on scores on quizzes, exams, special assignments, lab practicals and final
examinations. Percentages are listed in individual course syllabi. All tests are the property of Kilgore College and are not to be retained or shared by students. The course schedule of class topics and exams is subject to change as the need arises. Grades will be posted on Blackboard. Clinic course grades are based on the use of the PTA MACS and other criteria as noted in the clinical course syllabi. A more in-depth explanation of the PTA MACS and its use will be given prior to the student’s first clinical affiliation.

A minimum overall grade of "C" is required in all PTHA courses before using that course as a prerequisite for the next course in the sequence. The letter grade assigned to your technical courses shall be determined as follows:

\[
\begin{align*}
A & = 90-100 \\
B & = 80-89 \\
C & = 70-79 \\
D & = 60-69 \\
F & = \text{Below 60}
\end{align*}
\]

Specific objectives are established for each of the PTHA technical courses and units. These may be found in the printed course syllabi given to each student at the beginning of each course. You will find it valuable to refer to the specific objectives frequently throughout your studies.

Course outlines include:
1. General description of the course
2. General and specific student learning outcomes with expected proficiency level
3. Methods of presentation
4. Breakdown of course content by units including subject area
5. Educational Materials including required and optional textbooks
6. Evaluation/Grading
7. Attendance and Absenteeism
8. Class Preparedness /Academic Honesty Policy
9. Civility statement
10. Disclaimer Statement

ATTENDANCE

TARDINESS AND ABSENCES ARE STRONGLY DISCOURAGED !!! The PTA faculty believe that the habits and work patterns established while an individual is a student will be carried over into the work setting. Therefore, every effort should be exerted to establish patterns of good attendance and promptness. This applies not only to your technical courses but also to your general education support courses. The following guidelines concerning attendance will be enforced:

1. For every session missed, one (1) absence is accumulated.
2. A student arriving more than five (5) minutes late is considered tardy.
3. Three (3) tardies constitute one (1) absence.
4. After a total of two weeks equivalent of absences, the instructor may initiate the withdrawal procedure.
5. Make-up work may be required for absences in order to ensure that students acquire information and skills presented during their absence. (See next section)
6. Students must notify the PTA Office in advance whenever excessive (>30 minutes) tardiness or absence is unavoidable. We have voice mail 24 hours a day; notification to another student

Summer, 2019
MAKE-UP WORK

Each student is responsible for all material and techniques presented in class or labs. Missed handouts can be obtained from the instructor if not already posted online. The student must contact the instructor immediately (the next day that the student is on campus) about making up missed techniques. If a class is missed, the student is responsible for obtaining notes and information covered during that absence from a fellow student. Quizzes and in-class assignments cannot be made up and a student will receive a “0” for that grade. Each student is responsible for making up any work missed in labs. The student must get together with their instructor within one week of the absence to schedule making up lab work. It is the student's responsibility to consult the instructor about making up the lab work. A student's final grade will be lowered 2 points for each lab which has been missed and not been made up. If a student misses a lab that cannot be made up (i.e. field trip, case scenario), the student’s final grade will be lowered 1 point. If a student comes unprepared with assigned work for the lab (i.e. case scenarios), the student will be excused from the lab, will not receive credit for that lab, and will be unable to make-up the lab resulting in the 1 point final grade deduction.

If a test is missed, the student must make up that test on the next monthly scheduled make-up day. One make-up test for absence per semester is allowable without penalty providing appropriate notification of the absence was made prior to the test time. Lack of notification or subsequent missed tests requiring make-up will result in an automatic 10 point grade deduction on that test. If a student fails to make at least a “70” on a test, the student may take a make-up test on the next scheduled make-up day after discussion and remediation as described below. If a student makes below a 60% on an exam, the student will be required to take the makeup exam after scheduled remediation. If a student is unsuccessful in showing mastery of the material (scoring at least a 70%) on a make-up exam, the lower grade will stand in the grade book; however, the student will have to demonstrate mastery of that material in a manner determined by the faculty member in order to proceed in the program or begin a clinical rotation. If the student is unable to do this satisfactorily, they will be dropped from the program.

If a lab practical is missed or if the student requires a “redo” for all or part of a lab practical, the student must schedule this with the instructor within one week of the original lab practical. All “redos” for missing critical skills will result in an automatic 10% deduction for each section that has to be retested. Subsequent automatic “redo’s” will result in a 20% deduction for each section. A student may only “redo” twice for any lab practical. If the student fails to demonstrate minimum competency on a skill after the second “redo”, the student will receive a “0” for that practical or section of the practical; however, the student will still be required to demonstrate minimum competency on that skill in a manner to be determined by the faculty member without grade alteration before that student can proceed in the program or begin clinical rotations. If a student is unable to do this satisfactorily, they will be dropped from the program. If a student fails to make at least a “70” on a lab practical, the student may opt to “redo” the entire lab practical on a mutually agreed upon date after discussion and remediation as described below. If a student makes below a 60% on a lab practical, the student will be required to take the total makeup lab practical after scheduled
remediation. The highest a student can make on a make-up test for non-passing grades on a test or on a total lab practical redo is a “70%”. A student may only redo the entire lab practical once. If a student is unable to show mastery on the makeup test or lab practical, the lower grade will be reflected in the gradebook but the student will still be required to demonstrate mastery of the material is a fashion to be determined by the faculty member. If at any point an instructor feels the student is not demonstrating mastery of a concept or skill, mandatory remediation will be required during one of the scheduled remediation times prior to testing of this concept or skill.

Upon the first or subsequent failing exam or lab practical (below 70%), a “Student Contact Form” will be completed in discussion with the student with remediation identified to remedy the weakness identified. If the student's performance continues to be weak or unsatisfactory, she/he will meet with the PTA Program Director and/or faculty to discuss any areas of concern. At this time another "Student Contact Form" will be completed with an action plan and goals identified. In all instances, the student will be provided counseling and assistance. The student's signature does not indicate that the student agrees with the statements made on the "Student Contact Form," only that the student had an opportunity to read the form and make comments.

Since we are a small program and spend a great deal of time together, each student gets to know each faculty member quite well. For questions regarding specific material in the PTHA course, you should contact the instructor who is teaching that material. For problems dealing with clinical matters, the Clinical Instructor and/or Academic Coordinator or Clinical Education should be consulted. Every effort will be made to assist students to be successful in completing the program. Retention rates are excellent in the program with 80-90% of students who start the program, completing it and graduating with the Associate of Applied Science Degree. Please observe posted office hours as much as possible when stopping by to chat or when making an appointment with any of the PTA faculty as we have many demands on our time. Faculty should be called or texted at home only in case of emergency.

TESTING

The majority of written exams will be proctored and conducted in the classroom during regular class time. Other exams, especially in the hybrid courses, will be scheduled by the instructor to be taken in the Kilgore College Testing Center on the Kilgore campus during specified date timeframes. The Testing Center has very specific guidelines for scheduling an exam as well as prohibited items identified. These include:

- All testing is by appointment only.
- All appointments need to be made 24 hrs. in advance NO Exceptions
- Testing is not available on weekends.
- Students arriving more than 10 minutes late from their appointment will need to reschedule for another day.
- Students are responsible for keeping up with test dates and for contacting instructors with questions.
- Valid, recognizable photo ID is required for all testing(KC ID cards require current semester sticker)
- Students will be required to use an assigned unique student identification number, userid, and password to access any online exams either remotely or in the testing center for security purposed to verify the student’s identity.
Students will only be allowed to enter testing labs with items specified by instructor.
Children and other visitors are NOT ALLOWED to wait in the testing area.
Food, drink and tobacco products are not permitted in testing labs.

Prohibited items in the Kilgore Testing Center include:

- Calculators on cell phones
- TI 89 or higher models (TI Inspire CAS)
- Watches
- Spell checkers
- Dictionaries (Exception: eLearning exams only with instructor permission)
- Language translators
- Backpacks
- Briefcases
- Cellular phones
- Sunglasses
- Scarves
- Communication devices (ipods, ipads, Bluetooth earpieces)
- Photographic or recording devices
- Notes (Exception: eLearning exams only with instructor permission)
- Food or drink
- Scratch paper (Exception: eLearning exams only with instructor permission)
- Electronic pagers
- Mp3 players and other music players
- Headphones
- Hats/wave caps and scarves, gloves
- Mechanical pencils
- Alarm devices

Note: If jackets are worn, the contents of the pockets must be emptied before students will be seated for testing.
Warning: Cellular devices are STRICTLY prohibited in the testing center and upon arrival to test, must be turned off completely. If a cellular or alarm device rings, vibrates or makes any distracting noise whatsoever, the student will be promptly dismissed and his/her test scores WILL BE CANCELLED. Please refer to the Testing Center webpage on the Kilgore College website for more information.

REASONABLE ACCOMMODATIONS

Reasonable accommodations will be made that will enable qualified students with disabilities to enjoy equal educational opportunities. Reasonable accommodations to the declared and known physical or mental limitations of qualified students will be met through:
1. Acquiring or modifying equipment or devices when possible.
2. Restructuring classes to accommodate specific needs.
3. Making classrooms and other facilities accessible to and usable by individuals with disabilities.

Summer, 2019
4. Consulting outside agencies or organizations for input.
5. Allowing additional time for exams when timeliness is not a criterion of the task.
6. Other modifications as indicated that are reasonable and do not impose undue hardship on the program or College.

Qualified students with documented physical or mental disabilities should declare those situations to the course instructor when initially reporting to class along with the requested modifications for the disability from the Special Populations Counselor. The accommodation will be implemented at the earliest possible date. If consultation with the student and College does not identify an appropriate accommodation, the student shall be notified in writing of the program’s inability to reasonably accommodate the student’s special needs.

WITHDRAWAL POLICIES

A student must consult with the Program Director before dropping any courses. If a student withdraws from the program for any reason, that student must contact the Program Director for a conference. The results of the conference will be recorded and included in the student's records. If the student wishes to reenter the program at a later date, they will fall under the readmission policy covered later in this manual. Students are responsible for the withdrawal policies as stated in the Kilgore College Catalog and the Kilgore College Student Handbook.

CONDITIONS FOR DISMISSAL

1. Dishonesty: Unlike many other professions, your actions as a PTA student directly affect the lives of others. For this reason, honesty and integrity are mandatory at all times. Dishonesty, in any form, will result in severe disciplinary measures and may result in expulsion from the program. Students will be closely monitored in this area. Any first violation will be reviewed by the PTA instructor, clinical instructor, and/or advisory committee and appropriate action taken, possibly including dismissal. Subsequent violations will result in immediate dismissal from the program.

2. Absences: Emphasizing the previously stated attendance policy, students who miss a total of 2 weeks of class may be dropped immediately from the PTA program. For example: For a class that meets 3 hours per week (1.5 hour two times a week), 6 hours of missed class (4 classes) equals 2 weeks.

3. Failure to Maintain Academic Standing: Students must earn a minimum overall grade of "C" in all PTHA and science courses in order to remain in the PTA program. If a student earns a grade below “C” in any of the PTHA courses, the student will not be allowed to proceed in the program and will fall under the readmission policy to continue on at a later point in the program. All prerequisites must be met for the student to progress in the PTA curriculum.

Summer, 2019
READMISSION POLICY

Readmission to the Physical Therapist Assistant Program is not automatic and will be based upon the following criteria:

1. Availability of student space in the PTA Program
2. Faculty recommendation for readmission
3. Satisfactory personal interview with the Admissions Committee
4. Approval of the PTA Program Director

Students seeking reentry into the Physical Therapist Assistant Program may be asked to restart the entire Physical Therapist Assistant Program sequence from the beginning. Kilgore College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, veteran status, or genetic data.

STUDENT COMPLAINT, GRIEVANCE AND APPEAL PROCEDURES

Students have the right to pursue an education in an environment that is conducive to learning and free from inappropriate or distractive behavior. Inherent in this is the student’s right to be heard regarding situations, decisions or actions for which they disagree. While KC attempts to resolve issues or concerns in the most expeditious and informal manner possible, there are three formal processes that students have the right to pursue.

1. **Complaint** – defined as a written expression of dissatisfaction related to the performance of or interaction with a College employee, committee or group; concerns, problems or dissatisfaction with facilities, services, policies or procedures of the College; or concerns over other issues the student believes to be inconsistent with the College’s purpose and/or mission.

2. **Grievance** – defined as an allegation of illegal discrimination on the basis of race, color, national origin, age, gender, disability, creed, marital status, or limited English proficiency, including illegal harassment, in violation of local, state and/or federal civil rights laws and/or regulations.

3. **Appeal** – defined as a formal objection to actions taken by a College employee, committee or group, typically disciplinary in nature, pursuant to written policies or procedures such as the Code of Student Conduct. A copy of the Kilgore College Appeal Form is provided as Appendix C.

To ensure that all students are afforded these rights, the major responsibilities, rules, regulations and policies affecting student life and the Code of Student Conduct and Discipline, follow. Policies and regulations are subject to change throughout the year. Students are held legally responsible for all published rules and regulations and for obtaining available published updates. Additional policies and guidelines are listed in other publications such as the College Catalog and Residential Life section of the Student Handbook.

**Student Complaint Procedures**

*Please refer to the Kilgore College Student Handbook for a complete description of the complaint process and specific incident related instructions. Below is a synopsis of the procedures to be followed.*
1. Students should first take problems or questions to the person with whom they are experiencing the problem. **Most problems can be resolved in this manner and students are encouraged to try this first.**

2. If the student and the instructor or staff person are unable to find a solution to the problem, the student may present the case in writing to the next level supervisor (department chair or program director or, in the case of a non-instructional matter, to the next level supervisor). **This is the point at which the Student Complaint form is utilized.**

3. The student will fill out the form completely (now done totally online at [https://www.kilgore.edu/node/7572](https://www.kilgore.edu/node/7572) accessible under “Current Students”), down to and including the student’s signature, and attach any written documentation to the form.

4. The supervisor will investigate the situation with the instructor or staff member. The supervisor will sign the complaint form at the time of reaching a decision. The supervisor will also get the signature of the instructor or staff member to indicate that the matter has been discussed with them. The supervisor will communicate the decision to the student.

5. [If the first level supervisor determines it is in the best interest of the student that the person on whom the complaint is filed not be informed of the student's identity, the following action may be taken: The first level supervisor will write an account of the complaint on a separate document and present it to the employee. The employee will sign the document, indicating that he/she has been informed. The employee may write a follow-up document, which will become part of this complaint.]

6. If the student is not satisfied with the decision of the supervisor, the student should present the complaint form with documentation to the next level supervisor/dean within three working days of receiving a formal response from the supervisor. At the time of rendering a formal response to the student, the dean will sign the form. If the complaint pertained to an individual assignment grade, the decision of the dean is final and concludes the process. For any other complaint, the student may proceed to the appeal level described below.

7. If the student is not satisfied with the decision of the next level supervisor/dean and the issue is appealable to the next level per the student complaint procedures described in the KC Student Handbook, the student may present the formal **student complaint form**, with documentation, to the appropriate vice president within three working days of receiving a formal response from the second level supervisor/dean. The vice president will review the issue with regard to proper policy and procedure adherence.

8. The vice president will communicate his decision in writing. The decision of the vice president is final and concludes the complaint process.

**Summer, 2019**
Kilgore College—Student Complaint Form

Please type or print.

Name: ___________________________ Student I.D. Number: _________________________

Current Street Address: _____________________________________________________________

City, State Zip: ________________________________________________________________

Home Phone: ___________ Cell Phone: _______________________________________________

**Description of the Complaint:** (Include the date and time of the incident/issue in question. Attach additional pages, if necessary)

______________________________________________________________________________

Steps you have taken in an attempt to resolve this incident/issue:

1. Initial meeting with instructor or other KC employee:
   I have discussed this incident/issue with ___________________________ (name of instructor or office representative) on _______________ (date you met the named individual).

2. Other steps taken include:

______________________________________________________________________________

Attach:
- Previously issued written decisions or answers regarding the incident/issue.
- All statements from any individual that may be useful in the review of the incident/issue.

______________________________________________________________________________

Student’s Signature ___________________________ Date ___________

Signature of First Level Supervisor (e.g., Dept. Chair/Program Director) Date ___________ Employee ___________

Signature of Person on whom Grievance is Submitted or Alternate Action Date ___________

Signature of Next Level Supervisor if Decision Appealed (e.g., Dean) Date ___________

Summer, 2019
Grievance Procedures:

Following are definitions related to student grievances:

1. Sexual Harassment: Unwelcome, sex or gender based verbal or physical conduct is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the college’s educational program. The unwelcome behavior may be based on power differentials (quid pro quo), the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcomed sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender-based bullying.

2. Discrimination: Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual’s actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the college’s educational program or activities.

3. Discriminatory Harassment: Detrimental action based on an individual’s actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the college’s educational program or activities.

4. Retaliatory Harassment: Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding.

Formal and Informal Procedure for Student Grievances

Please refer to the Kilgore College Student Handbook for a complete description of the grievance and appeal processes and specific incident related instructions. Below is a synopsis of the procedures to be followed.

Informal Dispute Resolution Efforts: A Useful First Step before Filing a Formal Grievance

Before pursuing the formal grievance process, every reasonable effort should be made to constructively resolve issues with faculty, staff, or administrators, including following procedures for grievances and/or formal appeal. Whenever possible and safe, the problem or grievance should first be discussed with the individual involved in the grievance. If satisfactory resolution is not reached after discussion with the individual, the student should contact the individual’s direct
supervisor to attempt to resolve the grievance. If these efforts are unsuccessful, the formal grievance process may be initiated.

Formal Grievance Process

1. Filing a Grievance. The Title IX Administrator is designated to formally coordinate the student grievance process, address inquiries and coordinate the college’s compliance efforts regarding student grievances. Notice of a formal grievance can be made in person or orally to an appropriate official, but the college strongly encourages submission of grievances in writing or by email. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

2. Options for Addressing Grievances. It is the responsibility of the Title IX Administrator to determine the most appropriate means for addressing the report or grievance. Options include: 1) investigating the report or grievance as described below; 2) resolving the situation through an informal resolution process including but not limited to mediation or a meeting between the alleged offender and a student conduct officer or a third party; or 3) determining that the facts of the grievance or report, even if true, would not constitute a violation of the conduct code or applicable policy. Mediation will not be used in cases where there is an allegation of sexual assault.

3. Investigation Process and Protocols. The Title IX Administrator shall resolve these reports or grievances as promptly as practicable. If an investigation is conducted, the Title IX Administrator will appoint an investigator(s) and will send the respondent a notice of investigation as soon after the commencement of the investigation as is practical and to the extent permitted by law. At the conclusion of an investigation, the investigator shall prepare a written report that shall include a statement of factual findings and a determination as to whether or not there was a violation of the Student Conduct Code or college policy. The report shall be presented for review to the standing review committee.

4. Title IX Administrator’s Review of the Investigatory Report. The Title IX Administrator will receive and review the Investigator’s report. Within the scope of this review, the Administrator may consult with the parties; request that further investigation be done by the same or another investigator; or request that the investigation be conducted again by another investigator.

5. Notification of Final Determination. The Office of Student Conduct shall advise the grievant and respondent of the final determination of any investigation conducted under this conduct code.

6. Assignment of Sanctions. In cases where the investigation results in a determination that the Student Conduct Code or college policy has been violated, the Title IX Administrator or (his/her designee) will determine an appropriate sanction, in accordance with the student code of conduct.

7. Time Frame and Grounds for Filing an Appeal Request. In the event that an accused individual accepts the findings of the investigation, those findings cannot be appealed. Sanctions imposed by the Title IX Administrator post investigation can be appealed by any party. All
sanctions imposed by the Title IX Administrator will be in effect during the appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term. The decision of the Title IX Administrator may be appealed by completing a formal appeal form and submitting it to the Title IX Administrator. The ONLY grounds for appeal are as follows:
1. A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.); or
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

8. Records Retention. In all cases, the Vice President of Student Development’s Office shall retain the investigator’s report and final sanction decision for a minimum of seven years after the respondent graduates or permanently withdraws from the college. All records, reports and investigations obtained pursuant to this process shall be considered confidential and shall not be disclosed publicly except to the extent required by law.

9. Grievances By and Against College Employees and Students Arising in an Affiliated Entity. College employees and students sometimes work or study at the worksite or program of another organization affiliated with the college. When a violation is alleged by or against college students in those circumstances, the grievance shall be handled as provided in the affiliation agreement between the college and the other entity.

10. Grievant Support and Protection. The investigator will discuss with the grievant the support services available to him or her.

**Appeal Procedures:**

An appeal involves the student’s formal request for review of a decision made by a college employee. The granting of an appeal is not automatic; instead, appeals are intended to ensure that proper procedures have been followed and all available information has been considered. To fulfill the intent of the Kilgore College appeal process, appeals must have standing to be considered. To have standing, students must demonstrate that either: appropriate policy or procedure was not followed when the decision being appealed was made OR that there is new information or evidence that was not available for consideration when the decision being appealed was made.

Individuals serving as an appellate officer may:
1. Uphold the original decision.
2. Add to or increase the severity of the sanctions, conditions, and/or restrictions.
3. Modify or cancel the decision or action.
4. Remand the decision or action with appropriate instructions to the previous authority.

Failure to file a written appeal within the stated timeframe will render the original decision final and conclusive.

**Academic Appeal—Grade Related**
Under most circumstances, grade changes can only be made by the faculty of record. A student is entitled to a review and explanation of the grading process and the grade received. A grade is the primary prerogative and responsibility of the faculty member and any review as the result of an appeal is intended to ensure accuracy, fairness and adherence to Kilgore College policy. The following steps will be followed in an effort to reconcile a grade dispute:

**Individual Assignment Grades:**
1. The student will discuss an individual assignment grade dispute occurring during the semester with the faculty member involved within three (3) business days after the dispute arises.
2. If the student and faculty member are unable to resolve the dispute, the student may present the case in writing on a student appeal form to the department chair/program director within three working days of the meeting with the faculty member.
3. The department chair will render a decision and respond via email to the student’s official Kilgore College email account within three (3) business days upon receiving the student’s written appeal.
4. If the grade dispute is not resolved, the student may appeal the decision to the appropriate dean by submitting the written appeal form within three (3) business days of the meeting with the department chair. The dean will respond via email to the student’s official Kilgore College email account within three (3) business days upon receiving the student’s written appeal. The dean’s decision is final and concludes the appeal process.

**Semester Grades:**
1. Should a student desire to protest a semester grade, the student will discuss the dispute with the faculty member involved no later than the end of the sixth week following the first class day of the next long semester. Long semester is defined as the fall and spring semesters; therefore, a student protesting a spring or summer semester grade will have the first 6 weeks of the following fall semester to appeal.
2. If the student and faculty member are unable to resolve the dispute, the student may present the case in writing on a student appeal form to the department chair/program director within three (3) working days of the meeting with the faculty member.
3. The department chair will render a decision and respond via email to the student’s official Kilgore College email account within three (3) business days upon receiving the student’s written appeal.
4. If the grade dispute is not resolved, the student may appeal the decision to the appropriate dean by submitting the written appeal form within three (3) business days of the meeting with the department chair. The dean will respond via email to the student’s official Kilgore College email account within three (3) business days upon receiving the student’s written appeal.
5. In a semester grade dispute, the decision of the dean may be appealed to the Vice President of Instruction by submitting the appeal form to the VPI within three (3) business days upon receiving the dean’s decision. The Vice President of Instruction will notify the student of the decision which is final and concludes the appeal process.

Appeals for non-academic issues follow a similar procedure as stated in the Kilgore College Student Handbook.
KILGORE COLLEGE APPEAL REQUEST

POLICY STATEMENT: The student may request a review of sanctions, decisions or disciplinary actions when the student believes that college officials have not followed proper procedure, or if new evidence is available that was not considered when disciplinary action was recommended. The appropriate administrator or the student discipline committee (when the issue pertains to disciplinary sanctions) will review the student’s written petition for review and will consider whether to accept or reject the student’s appeal. (Kilgore College Student Handbook)

NOTE: Filing an appeal does not invalidate nor postpone the orders, instructions or directives being appealed.

Please Print

DATE: __________________________

NAME:_________________________________ STUDENT ID#: __________________

CURRENT ADDRESS:___________________________________________________________

______________________________________________________________________________

PHONE#: __________________________________

What decision are you appealing? ____________________________________________________

______________________________________________________________________________

What date did you receive the decision being appealed? ______________________________

Did the KC Employee fail to follow proper procedures in making the above decision? YES NO

If no, please explain:_____________________________________________________________

______________________________________________________________________________

Is there new or additional evidence not available or considered when the decision you are appealing was made? □ YES □ NO

If yes, please explain: ___________________________________________________________

______________________________________________________________________________

________________________________________ Date

Student’s Printed Name
CLASSROOM REGULATIONS/GUIDELINES

FACILITIES:

Classes will be held in the PTA lecture room (HSC 252) and labs (HSC 231 or 235) in the Health Science Center Building. Occasionally other rooms in or near the building will be used especially G10 which is the building just outside the building entrance and HSC 254. Program lab equipment will be kept in the PTA Lab. Any student wishing to use lab equipment anytime other than regular class hours must make arrangements with the PTA faculty. Smoking and/or tobacco products are prohibited in all College buildings. There are designated smoking areas outside of the buildings and everyone is expected to dispose of their cigarettes properly. Because we share the building with a Behavioral Health Unit and to maintain patient confidentiality, certain areas of the building are off limits for Kilgore College students. This includes parking for the Behavioral Health staff as well as Floor 1. For this reason, the stairs should be used by all Kilgore College students unless there is a medical reason necessitating taking the elevator or in limited instances when transporting equipment or supplies.

INSTRUCTIONAL CLASSROOM METHODS:

The material will be presented in lecture/demonstration format frequently utilizing Power Point presentations with performance of specific techniques in the laboratory following the lecture. Guest lecturers and field trips will be incorporated to enhance the classroom material. Audio-visual materials and active learning opportunities will be utilized whenever possible. Lecture handouts and other material necessary for lecture or lab are available to be downloaded and/or printed from the elearning website at https://kilgore.blackboard.com. Your UserID will be the first part of your Kilgore College email address which is the first four letters of your last name, first four letters of your first name, and last four numbers of your student ID: lastfirs1234. Your default Password, unless you have changed your myKC password, will be the word Student plus the two-digit month and day of birth. Password assistance can be obtained from the IT Help Desk at (903) 988-7522 or helpdesk@kilgore.edu. For technical support in Blackboard, you can contact the eLearning support line at (903) 988-3704 or techsupr@kilgore.edu. More instructions regarding accessing this material will be provided to students at the beginning of the first fall semester.

DIDACTIC ASSIGNMENTS:

Students are expected to complete all reading assignments, as outlined in the course schedule or assigned by the instructor, prior to class time. After practicing each laboratory skill, the student will be asked to present a return demonstration to the instructor prior to the laboratory tests. On average, a student is expected to spend an additional 6-9 hours outside of class/lab for every 3 hours of actual class/lab time.

CELL PHONES:

Cell phones should be turned off or put on vibrate mode during all class and lab sessions so as not to
be a distraction to learning. If a student needs to be available, i.e. sick child, then the phone may remain on with the appropriate instructor notified of the potential problem. No cell phones will be allowed to be out in view during examinations. If cell phones are heard during an exam, that student’s exam will be taken up and the student excused from the exam.

**ID BADGES:**

All KC students must have their KC ID cards handy and available for inspection whenever on campus. Additionally, the ID card with the current semester sticker will be necessary for admission to College activities, computer labs, Fitness Center, use of learning resources, at the Testing Center, and other campus facilities and functions. Each student must obtain a Student identification card in conjunction with the registration process from the Kilgore College Police Department. Returning students must receive a valid new semester sticker to put on their ID card each semester. Students who do not have their ID may pick up a Day Pass at Campus Police. If a Day Pass is needed more than once per semester, students will be charged $2.50.

**LABORATORY POLICIES**

The PTA laboratory will be your "second home" for the next two years. A few of your lecture sessions and the majority of your laboratory periods will be held in the lab. In addition, open practice time will be posted on the door indicating the hours when the lab is free for your use as individuals or in small groups. If you find the lab locked during these times, a key can be obtained from any program faculty member from housekeeping, or from the support specialist. Rules regarding unsupervised "open" lab times are as follows:

1. No student is to work alone in the laboratory.
2. No use of electrical equipment except through simulation is allowed when a faculty member is not available.
3. No horseplay or rough-housing is allowed in the laboratory.
4. Safety guidelines are to be followed at all times.
5. All equipment should be turned off, the area cleaned after use, lights turned out and the door locked by the last person to leave.

Students will frequently be asked to be subjects or patient-simulators for demonstration of various techniques or skills in labs. Students may refuse this request if they are uncomfortable or are fearful of being injured. All efforts are made to maintain safety at all times during demonstrations or other lab techniques for both faculty and students.

**DRESS FOR LABORATORY:**

Students should be dressed appropriately for lab prior to the beginning of each lab session. Students not dressed properly for lab will receive a "0" for any lab work for that lab period. Students not dressed properly for lab will not be permitted to take any lab practical tests and will receive a "0" for that test. If appropriate attire is not available, a student may be asked to wear a patient gown for that lab period. When you are not dressed properly for lab you deprive yourself and your partner of valuable learning opportunities. Full lab attire may not be required. The course schedule of what is to be covered that day should give the student an idea of what type of attire is necessary without
having to ask the instructor. The maximum type of lab attire that may be required is as follows:

**WOMEN:**  Shorts and back-fastening halter-type top/sports bra/bathing suit top may be required for labs. Tops must allow for the back to be fully exposed. Blouses/shirts and wind/sweat pants may be worn over the clothes when practicing on a partner.

**MEN:**  Shorts and T-shirts may be required for labs. Elastic waist shorts are preferred over zippered/button shorts for ease of mobility.

**HAIR & NAILS:**  Nails must be short and clean. Nails should be shorter than the fingertips when observed from the palm side. Hair should be clean and out of the way with rubber bands or hair clips as necessary. Personal hygiene is very important since many of the lab techniques require close contact.

**LINEN:**

A limited amount of linen is available for use in the laboratory. This linen includes sheets, towels, pillow cases, and patient gowns. Conservative use of this linen is necessary due to the limited amount. There is not a laundry service or laundry facilities available. It is the responsibility of the students in the program to maintain clean linen. Each student will have the responsibility of taking the linen home and washing it 1-2 times during the fall semester and periodically in the spring semester. This responsibility tends to fall more on the freshmen students since their labs generally require more linen. If you do not have laundry facilities, you may pay another student to take your place; however, you are ultimately responsible for making sure the linen gets cleaned, folded, and restocked during your designated time. If linens are not returned promptly, points will be deducted from the student’s final grade. If the linen is lost or not returned at all, grades will be held and the student will be held financially liable.

**SAFETY**

**GENERAL SAFETY RULES:**

1. Do not run; watch your step, and try to maintain your balance.
2. Know your evacuation procedures, the location of fire extinguishers, and important safety phone numbers to be covered later.
3. Immediately report hazardous conditions, broken equipment, and defective tools to your instructor, the PTA program director, or the building secretary who is the support specialist for the nursing program.
5. College property is no place for horseplay, fighting, teasing, and/or practical jokes.
6. Never use chairs, carts, tables, counters, boxes, or other substitutes for ladders or work platforms.
7. Obtain operating instructions for all unfamiliar equipment. After use, put all equipment back in the proper place. Disconnect all electrical cords by grasping the plug and carefully
disengaging; NEVER yank by the cord.

8. Use handrails when using the stairways.

9. Wipe up all spills immediately, regardless of who caused the spill. If unable to completely clean up the spill or if the floor remains slick after cleaning up the spill, report the area to housekeeping and/or the program support specialist so that she may put in a work order for proper clean-up.

10. The use of alcoholic beverages, narcotic drugs, or derivatives thereof on college property or at a college function is strictly prohibited. Kilgore College’s Drug and Alcohol Prevention Program will follow.

11. Use common sense at all times. If you are unsure about something, ask!

12. Take care when lifting. Lift properly and stay within your limitations. Proper body mechanics will be instructed the first semester and include using the leg muscles to lift bending the knees, keeping the spine neutral, getting and keeping the object close, and avoiding twisting.

13. Follow Universal Precautions (as instructed during the first semester) in dealing with all body substances (i.e. blood, vomitus, saliva, etc.) which may include wearing gloves, gowns, and/or masks. Handle any potentially hazardous materials carefully. A notebook with the Safety Data Sheets (SDS) for all hazardous materials utilized by or available to students while in the program is on the bookshelf in the lab, HSC 231, with appropriate steps to take if unintended exposure occurs.

These general safety rules apply and should be strictly adhered to for both on-campus educational experiences as well as off-campus educational experiences such as scheduled off-campus labs (i.e. aquatic therapy at local physical therapy pools) and field-trips.

**FIRE SAFETY:**

When a fire is discovered in any building on campus, take the following steps immediately:

1. Warn others and activate fire alarms.
2. Call 911 and the Kilgore College Police Department at ext. 650 or have the building support specialist contact these people and describe the problem and the location.
3. If the fire is localized and small, attempt to put the fire out with one of the building fire extinguishers. Fire extinguishers are located on each floor approximately halfway down the hall on the west wall.
4. Evacuate the building. Recommended evacuation routes are posted.
5. Stay clear. The fire department will ascertain when it is safe to re-enter the building.

**TORNADO PROCEDURES:**

In the event a tornado or any other weather related emergency occurs, persons should seek shelter as soon as possible in a designated “safe area”. Immediately go to an interior room or hallway, preferably on the first floor.

**SERIOUS INJURY OR ILLNESS PROCEDURES:**

Report or have the program support specialist or other college personnel report the injury/illness to the Kilgore College Police Department at ext. 650 or call 911. If trained, apply emergency first aid...
following universal precautions in handling body fluids including wearing of gloves and disposing of supplies properly. There is an AED mounted on the wall on the ground floor of the Health Science Center beside the student break area by the first stairwell.

NOVEL INFLUENZA A (H1N1) (SWINE FLU):

- **Stay informed.** The Centers for Disease Control and Prevention (CDC) website on novel influenza A (H1N1) are updated regularly with useful information: [http://www.cdc.gov/h1n1flu/](http://www.cdc.gov/h1n1flu/) (CDC)

The novel influenza A (H1N1) virus, like all flu viruses, causes respiratory disease that can **spread from person to person.** Therefore, you should:

  - **Practice good cough/sneeze etiquette** - cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
  - **Wash your hands often with soap and water, especially after you cough or sneeze;** alcohol-based hands cleaners are also effective.
  - **Stay home if you are sick;** the CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.
  - **Follow public health advice** regarding school closures, avoiding crowds, and other social distancing measures.

People who do not have symptoms of flu can work or attend school, even if they have an ill person at home. In other words, if you have been exposed to an ill person, and you are not sick, you can work or attend school as normal.

- If you are ill with influenza-like illness (ILI):
  - If you are at a clinical rotation, then put on a surgical mask, notify your supervisor and go home, and contact your personal health care provider, as necessary.
  - CDC recommends: “Students, faculty or staff who live either on or off campus and who have ILI should self-isolate (i.e., stay away from others) in their dorm room or home for at least 24 hours after their fever is gone except to get medical care or for other necessities (their fever should be gone without the use of a fever-reducing medicine). They should keep away from others as much as possible. This is to keep from making others sick.”

In the event that the College alters its operations due to this outbreak, information will be made available through a variety of mechanisms, including:

  - **KC Home Page:** [http://www.kilgore.edu](http://www.kilgore.edu)
  - **E-mail and/or Text Message from the Ranger Alert System**

The attendance policy remains in effect, unless otherwise noted by the school.

**PHYSICAL PLANT/BUILDING PROBLEMS:**

For any building or physical plant problem, notify the building support specialist and she will notify the correct department. This would include plumbing problems, spills, blown fuses or other electrical problems, heating/air conditioning malfunctioning, and ventilation problems.

**DRUG AND ALCOHOL PREVENTION PROGRAM**

All Kilgore College students are responsible for complying with Texas state laws and policies of KC. These guidelines establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages.

*Summer, 2019*
• Alcoholic beverages may not be available to minors.
• Misrepresentation of age for purchasing alcoholic beverages is a violation of state law.
• Personal possession and consumption of alcoholic beverages is not permitted in residential halls, at athletic events, at social events attended by students, and on the campus grounds.

The college’s alcohol and drug policies are contained in the Student Handbook and state: Absolutely no alcoholic beverages or other intoxicating substances are allowed on the KC campus. Students found drinking possessing alcoholic beverages or other intoxicating substances will be reported to Campus Police immediately and will face disciplinary action from the college, as well as any penalties issued in accordance with Texas State Law.

Drug Policy
Use of controlled substances without a valid prescription and/or use of synthetic drugs such as CBD oil, K-2, bath salts, etc. are prohibited. Students are expected to abide by the rules and regulations of KC and Federal and State Laws regarding the use, sale and distribution of alcohol, controlled substances and synthetic drugs.

Drug and Alcohol Abuse
In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226), Kilgore College endeavors to provide an environment for students that is free from illicit drugs and the abuse of alcohol or other intoxicating substances. Accordingly, the college provides information through the Vice President of Student Development Office and through the college Nurse’s Office. Also, see the Code of Student Conduct for penalties regarding these offenses. There are state and federal laws which also apply to the unlawful possession, use or distribution of alcohol, inhalants or illegal drugs. The fines can range from not less than $25.00 to imprisonment for life and a fine of up to $250,000.

SHELTER AND EVACUATION INSTRUCTIONS

As part of Kilgore College’s Emergency Crisis Management Guide, shelter and evacuation instructions have been devised. Students are encouraged to register with the Ranger Alert System (RAS) on the Kilgore College website. Those who are registered with the RAS will receive text-message warnings and limited instructions in case of a crisis or emergency situation. The following potential messages are as follows:

1. Shelter in Place – Weather Warning
   Gather belongings that are with you. Assist others that may need help. Move to the INSIDE SAFE LOCATION to be counted and to receive further instructions. For us that will be around the copy center station near the elevator if in the PTA classroom or labs. Do not attempt to exit the building as this may place you in a hazardous situation!

2. Shelter in Place – Other Warnings (Examples: Shooting, Dangerous Person on Campus, etc.)
   Immediately close classroom doors, locking them if possible. If there are no locks, attempt to block or barricade the doors. If possible, move away from windows or line of sight, perhaps on the floor or under desks, tables, or mats.

3. Building Evacuation – Alarm or Ranger Alert Text Message
   Gather belongings that are with you and immediately proceed to the nearest building exit. For the lecture room, that is the stairwell just outside the classroom. For the labs, it is the stairwell by the

Summer, 2019
elevator to the ground floor. Assist any students or staff who may need help. Meet at the OUTSIDE MEETING LOCATION to be counted and to receive further instructions. That location for us is near the trees at the end of the sidewalk by the faculty/employee parking area where the picnic table is located. Do NOT attempt to complete projects, save computer work, etc. as this may place you in a hazardous situation!

4. **Campus Evacuation – Alarm or Ranger Alert Text Message**

Gather belongings that are with you and immediately proceed to the nearest building exit as described above. Assist any students or staff that need help. Follow the RAS instructions for exiting campus paying particular attention to evacuation directions.

---

**CONCEALED HANDGUN POLICY AND PROCEDURE**

Kilgore College is committed to providing a safe and secure living, learning and working environment for all students, faculty, staff, and community visitors in a diverse campus community setting. As provided by law, handgun license holders may carry concealed weapons on Kilgore College campuses, except for a limited number of exclusion zones and certain necessary restrictions as outlined in the accompanying procedures. The open carrying of handguns is prohibited on campus. Licensed peace officers are authorized by law to carry firearms at all times both open carry and concealed carry.

**Exclusion Zones**

Handgun license holders are responsible for obeying all properly posted exclusion zones. Exclusion zones will have signage that prohibits. Kilgore College excludes concealed handguns in the following areas:

<table>
<thead>
<tr>
<th>FACILITY/PROGRAM/OFFICE</th>
<th>AREA EXCLUDED</th>
<th>TIMEFRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Health Science Center</td>
<td>Entire Health Science Center – all floors.</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>2. Kilgore College Police Department</td>
<td>Entire KCPD office suite on the Kilgore Campus.</td>
<td>PERMANENT</td>
</tr>
<tr>
<td>3. Testing</td>
<td>Testing Centers on the Kilgore and Longview campuses and/or anywhere else on campus utilized as a temporary testing center.</td>
<td>PERMANENT: Full-time Testing Centers. TEMPORARY: During the operation of temporary testing centers.</td>
</tr>
<tr>
<td>4. East Texas Police Academy</td>
<td>Participants of the Basic Peace Officer Course will be prohibited from carrying while participating in the course.</td>
<td>TEMPORARY: During participation in the course.</td>
</tr>
<tr>
<td>5. Fire Academy</td>
<td>Participants of the Basic Firefighter Course will be prohibited from carrying while participating in the course.</td>
<td>TEMPORARY: During participation in the course.</td>
</tr>
<tr>
<td>6. Human Resources</td>
<td>Entire Human Resources office suite in the McLaurin Administration Building and/or</td>
<td>TEMPORARY: During personnel hearings and actions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>7. Vice President of Student Development</td>
<td>Entire VPSD office suite in the Devall Student Center and/or anywhere else on campus that a student hearing or action takes place.</td>
<td>TEMPORARY: During student hearings and actions.</td>
</tr>
<tr>
<td>8. McLaurin Administration Building</td>
<td>Entire Administration Building when open meetings are held there.</td>
<td>TEMPORARY: During open meetings.</td>
</tr>
<tr>
<td>9. Turner Physical Education Building/Parks Fitness Center</td>
<td>Entire or portion of the PE/Fitness Center when 1) a sporting event is taking place or 2) a K-12 school sponsored activity is conducted. Private renters of the facility may exclude handguns.</td>
<td>TEMPORARY: During sporting, K-12 events, or a private rental.</td>
</tr>
<tr>
<td>10. Masters Gym</td>
<td>Entire Masters Gym when 1) a sporting event is taking place or 2) a K-12 school sponsored activity is conducted. Private renters of the facility may exclude handguns.</td>
<td>TEMPORARY: During sporting, K-12 events, or a private rental.</td>
</tr>
<tr>
<td>11. R.E. St. John Memorial Stadium</td>
<td>Entire St. John Stadium when 1) a sporting event is taking place or 2) a K-12 school sponsored activity is conducted. Private renters of the facility may exclude handguns.</td>
<td>TEMPORARY: During sporting, K-12 events, or a private rental.</td>
</tr>
<tr>
<td>12. The Ballpark at KC Commons/Softball Complex</td>
<td>Entire Softball Field Complex when 1) a sporting event is taking place or 2) a K-12 school sponsored activity is conducted. Private renters of the facility may exclude handguns.</td>
<td>TEMPORARY: During sporting, K-12 events, or a private rental.</td>
</tr>
<tr>
<td>13. Devall Student Center Ballroom</td>
<td>During a K-12 school sponsored activity. Private renters of the facility may exclude handguns.</td>
<td>TEMPORARY: During K-12 events or a private rental.</td>
</tr>
<tr>
<td>14. Dodson Auditorium</td>
<td>During a K-12 school sponsored activity. Private renters of the facility may exclude handguns.</td>
<td>TEMPORARY: During K-12 events or a private rental.</td>
</tr>
<tr>
<td>15. Kilgore College—Longview</td>
<td>Entire Administration office suite in the Hendrix Building and/or anywhere else on campus that a student hearing or action takes place.</td>
<td>TEMPORARY: During personnel or student hearings and actions.</td>
</tr>
</tbody>
</table>

Summer, 2019
16. Any area assigned by the President
   Any specified temporary area that the President designates to maintain public safety
   TEMPORARY

All exclusion zones must be clearly marked by the required signage for the exclusion to be in effect.

**Requirement for Holster**
A license holder who carries a handgun on campus must carry it in a holster or other secure weapon case that completely covers the trigger and the entire trigger guard area. The holster must have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling.

**Enforcement**
If a person is believed to have improperly displayed a handgun or carried a handgun into a location where concealed carry is not permitted, the campus police should be contacted. Any violation of state law on the campuses may lead to the filing of criminal charges. The college will consider any violation of state law regulating firearms to be a violation of this policy. Accordingly, such a violation is subject to disciplinary action under the student code of conduct or personnel policies.

More information on this policy is available at [http://www.kilgorecollege.edu/campuscarry](http://www.kilgorecollege.edu/campuscarry).

**CLINICAL TRAINING**

Practical training working with patients is a major part of the PTA program. This part of the program is scheduled for the summer after the first year and the spring of the second year. Mechanisms are in place to assure that students are competent in didactic and technical data collection and intervention skills covered in courses prior to the scheduled clinical experience including lab checklists, lab practicals, and written examinations. Patients or skills that involve information or techniques the student has not been exposed to prior to the clinical experience may be included in the student’s clinical training but will require additional education or instruction by the clinical instructor and may not be eligible or appropriate for mastery at that rotation. Any patient, however, has the risk-free right to refuse to participate in clinical education and not be treated by a student. There are over 50 clinical facilities who participate in PTA affiliation agreements with our PTA program.

**PERSONAL APPEARANCE:**

A student is expected to set an example of cleanliness, tidiness, and professionalism in the clinical assignment area. Personal appearance is regarded as an important aspect of a student's overall effectiveness. You are expected to keep neat and clean at all times. Your appearance is indicative of your personal pride in your profession. Your appearance is a reflection on you and the KC Physical Therapist Assistant Program.

**PERSONAL HYGIENE:**

Since students work very closely with the patients, Physical Therapy staff and other hospital
personnel, it is imperative that you maintain a high standard of personal hygiene in the clinic and lab. Poor personal hygiene will cause an unpleasant environment for everyone. Observe such basic habits as daily bathing, use of deodorants, regular shampooing of hair and brushing of teeth. Avoid anything that causes bad breath, such as smoking, strong food, garlic, onions, etc. Avoid wearing strong perfume, colognes or after shaves. Patients, staff, and classmates may be allergic to them.

**CLINIC ATTIRE:**

All clothing will be neat and clean. Unless directed otherwise, students’ clinic attire consists of professional street clothes and comfortable closed-toe shoes. Athletic shoes are acceptable if they are neat and professional looking. Scrubs are acceptable or even required at some facilities. Specific polo shirts or color of scrubs may be required by your clinical facility. Students historically have ordered matching polo shirts in their first year which can work on field trips or on the clinical rotations. You may want to check with your clinical coordinator about the dress code at the facility at which you are assigned.

Hair must be clean and neat at all times while in the clinic. Hair must be worn back away from and out of the face. Only naturally occurring hair color is allowed. Beards and mustaches must be short and neatly trimmed. Nails must be clean and short. Nails should be shorter than fingertips when viewed from the palm side. The only jewelry which should be worn in clinic areas are watches, wedding rings, and stud type earrings of limited number in the ears only. This is for your safety and the safety of the patients. Some clinical facilities may have additional policies, but generally, tattoos and other body piercings must be covered while in the clinic which includes the pool area if on an aquatic rotation. Students may be required to wear a wetsuit if needed to cover piercings and tattoos.

**NAME TAGS:**

A Kilgore College name tag will be worn by all students at all times while in the clinic area. Wearing of the name tag assures proper identification for security purposes and entitles the student access to the premises. The name tag is also a necessary communication tool as the student meets a variety of people, including patients and staff. To a patient, the name tag is instant identification of a member of the health care team and is a means to establish person to person relationships. The name tag also serves to identify you as a student which is necessary for liability insurance coverage provided through Kilgore College. Some facilities will require that the student wear a facility name tag as well. Potential patients must be informed that a student will be working with them and give consent to this arrangement. Patients have the right to refuse to be treated by a student or participate in any other way in clinical education.

**PLACEMENT POLICY:**

The PTA ACCE (Academic Coordinator of Clinical Education) makes clinical assignments. Clinical placements are designed to expose the student to as many areas of Physical Therapy practice as possible and thereby facilitate the attainment of the basic skills needed for the daily practice of Physical Therapy as a Licensed Physical Therapist Assistant. The decisions of the ACCE regarding clinical placement are final. Any questions/comments should be directed to the PTA ACCE.

All students will complete three full-time 5-6 week clinical affiliations, one in the first summer session.
and the other two in the last spring semester. All efforts will be made for these to include an acute care hospital, an out-patient facility, and a rehab rotation. Students are given an opportunity to provide input before assignments for the last two clinical affiliations are finalized and the student's prior experience, personality, interests and skill levels are also given consideration. In addition to these long affiliations, a full-time 2-week clinical affiliation will also be scheduled in the student’s last semester in a specialized area. Clinical Schedules are determined by the academic faculty in close collaboration with the clinical faculty. Students may NOT rearrange clinical schedules. Special situations should be discussed with the Academic Coordinator of Clinical Education (ACCE). Special arrangements can ONLY be made by the academic faculty.

EVALUATION:

Performance in the clinic is assessed by the clinical instructor assigned at the site of the affiliation, as guided by the PTA MACS. This document allows for an objective assessment of the student's skills as performed at the clinical site. Progress Reports are made at the midpoint of the affiliation and again on the last day of the affiliation. These Progress Reports are returned to the PTA faculty for review and discussion during the course of the semester.

Each student must have his/her PTA MACS accessible at all times during the affiliation. The PTA MACS should be kept updated as skills are attained. Each student may be asked to present a case study on an interesting patient seen during the affiliation or an in-service of mutual selection. Learning experiences designed by the student's clinical supervisor must be completed in a timely manner to successfully complete the clinical affiliation.

Clinical grade compilation is based on a combination of skill attainment in the PTA MACS and other clinical assignments such as case studies or journal entries. Attendance, professionalism and adherence to policies and procedures are also considered during the final grade assessment.

ATTENDANCE:

If a student will be late or absent on the scheduled days of clinical experience, he/she MUST notify the PTA ACCE AND the clinical supervisor prior to the assigned reporting time. Less than 30 minute tardiness must only be reported to the clinical supervisor and then documented on the student’s time card. ALL absences from clinical experiences are expected to be made up at a time convenient to the student and the clinic as agreed upon by the student, the clinical supervisor, and the PTA Program Faculty. Failure to follow proper procedure as noted in the clinical course syllabi will result in the student's clinical grade being lowered.

Most clinical facilities do not close for the same holidays as Kilgore College, nor do they close for heavy snow or other inclement weather. When Kilgore College is officially closed, you are not obligated to go to your clinic assignment. However, you should notify your clinic supervisor in advance or by phone so that the clinic can plan around your absence. Many times students are able to make up absences at this time or can be of great help with short staffed departments.

Absences and tardiness will be monitored in two ways:

1. Communication between the clinical instructors and ACCE
2. Time cards/sheets

Students will receive time cards prior to entering a new rotation. Each time card is to be labeled with the student's name and the dates for which the card is used. Each student is to “clock in” upon arriving at the clinic and “clock out” when leaving the clinic. In addition, any time the student leaves the clinic, such as for lunch, that student must “clock out” and then “clock in” upon returning. These time cards must be turned in to the PTA faculty with the other required clinical paperwork. Any deviation from the set policy must have prior approval. In addition, the time card must be initialed by the clinical instructor (CI) when a deviation of the time occurs or when less than 40 hours are attained in a full week, signaling the clinical instructor's approval. Time cards must also be signed weekly by the CI.

CONFIDENTIALITY:

It is not ethical to share information with other individuals regarding patients/clients, facilities, clinical instructors, or classmates. This includes placing the patient’s name or other identifying item on case study reports, class presentations, etc.; failing to obtain written permission to utilize pictures or videos of a patient in presentations, or talking about patients to your classmates whether in person on the phone. This also includes posting on various social media about your patients. Violation of this ethic may result in probation or withdrawal from the PTA Program. All students are expected to follow HIPAA guidelines for confidentiality. These guidelines will be covered prior to the student’s first clinical experience.

MEDICAL FORMS:

Each student must have a current BCLS Healthcare Provider CPR certification upon entering their first clinical affiliation. Students will be required to show proof of this certification prior to the end of the second semester. Students will be notified of possible locations to receive this CPR certification or a CPR class will be scheduled in the first year spring semester. In addition, students must show proof as required prior to entering the program of a negative TB skin test within one year or negative chest x-ray within the previous 5 years; an annual flu shot; a tetanus shot within the previous 10 years; an up-to-date status for all required immunizations including the bacterial meningitis vaccination, measles/mumps/rubella, and chicken pox/varicella; a completed medical form signed by a physician; and proof of Hepatitis B immunization. If proof of immunizations is not available, the students will be required to have lab titers taken to prove immunity.

DRUG SCREEN AND CRIMINAL BACKGROUND CHECKS:

Recent JCAHO accreditation guidelines now require for many of our clinical affiliation facilities that all individuals “working” in those healthcare facilities must successfully pass a drug screen and criminal background check. Students who affiliate in these facilities fall under this guideline; therefore, the health occupation programs at Kilgore College now require passing a Drug Screen and Criminal Background Check prior to being officially accepted into the program. These tests are at the student’s expense and only with the designated approved vendors. The Drug Screen is looking for any illegal drug use or abuse of prescription drugs that could interfere with patient care. The results of this initial drug screen will be honored for the duration of the student’s enrollment in the program provided that the student has not had a break in enrollment of one year or more and has not
had a subsequent drug screen for an illegal substance. Once a student is admitted to the program, any citation for “unsafe clinical practice” or demonstration of unusual behavior may result in a request for a new drug screen at the student’s expense. If the student refuses to take this retest, the student will be withdrawn from the program. If a positive test sample containing a prohibited substance is obtained, the student will not be allowed to continue in the applicable program and will be required to withdraw from all courses. The student will have the opportunity to request, in writing, a second test within 72 hours from notification of the initial test results. If the results of the retest are negative, the student will remain in the program.

The Criminal Background Check is primarily looking for felony convictions, crimes against persons (i.e. abuse, rape, assault), and Medicare fraud that would be undesired and could prohibit the student from obtaining a license to practice. The results of this initial criminal background screening will be honored for the duration of the student’s enrollment in the program provided the student has not had a break in enrollment of one year or more and has not reported a disqualifying history subsequent to admission. If a disqualifying history is reported or indicated subsequent to admission into the program, the student will be required to make written explanation to the Texas State Board of Physical Therapy Examiners requesting a written response in return on whether or not this disqualifying history would prohibit the student from obtaining a PTA license in Texas. If the response identifies that the offense would prohibit licensure, the student will be withdrawn from the program. If it would not prohibit licensure, the student will be allowed to remain in the program.

Some clinical facilities may require an additional or more recent Drug Screen or Criminal Background Check before a student can affiliate at their facility. The student will be informed of this prior to arriving at this clinical facility. The facility may pick up the cost for this additional testing or the student may incur the expense. If the student incurs the expense, the program will reimburse the student if this is required as policy and not for “cause”.

ACCIDENTS:

All accidents occurring while in clinic that results in patient, hospital personnel, or personal injury and/or damage to equipment must be reported to the clinical instructor immediately. Students may be required to fill out an incident report. Students are required to fully understand the safest methods of properly performing treatment procedures and operation of equipment before undertaking them. Students will carry their own liability and accident coverage through Kilgore College and are responsible for any personal medical charges incurred. Subsequent medical follow-up will be at the student’s expense.

REMOVAL FROM CLINIC:

If the student’s performance in the clinical setting is not consistent with prudent Physical Therapy practice and jeopardizes the patient's right to safe care, the clinical coordinator in conjunction with the Academic Coordinator of Clinical Education may remove the student from the clinical area. This action indicates that the student is failing the clinical component of the course. The instructor will meet with the student within twenty-four hours to explain the reasons for removal from the clinical area and to inform the student that he/she is failing.

Following this action an informal meeting with the student, Academic Coordinator, clinical
coordinator, and program coordinator will be convened as soon as possible to discuss the student's status. If the removal from the clinical setting is upheld as a result of this meeting, the student receives a failing grade in the clinical component of the course and will be dismissed from the program. If this occurs prior to the eleventh week in the semester, the student may voluntarily withdraw from the program with a "W" grade. If the student does not voluntarily withdraw, he/she may be administratively withdrawn with a grade of "F". If withdrawing after the eleventh week, the student will receive an "F". If the student wishes to appeal decisions made at this meeting, he/she may initiate the appropriate procedure.

Even if a student is not removed from a clinical, failure to meet the standard clinical objectives by the end of the semester can also result in failure of that clinical education course if a student makes below a “70”. Frequent practice and consultation with the clinical instructor helps to prevent this. A current list of affiliating facilities with their phone numbers, addresses, contact person, and directions to the facility is available in the ACCE’s office. Student are responsible for their own transportation to clinical sites which can range from Shreveport, LA east to Texarkana, TX north, to Dallas, TX west, to Livingston, TX south. Every attempt is made to not place students at clinical facilities more than 45 minutes commute from their home unless they have other closer living arrangements. The ultimate decision is made by the ACCE to meet the clinical needs of each student.

**MISCELLANEOUS INFORMATION**

**SPECIAL SERVICES:**

**Health:** A nurse is available in the Parks Fitness Center at certain hours. Student health services are available at no cost. If requested and paid for, Hepatitis B immunizations are given by the nurse as well.

**Counseling:** Many counseling services are available in the counseling center located on the second floor of the Devall Student Center. If you have questions or problems in the areas of academic concerns, personal concerns, career concerns, or financial concerns, contact the Program Director for appropriate referral.

**Tutoring:** Tutoring for academic courses is available on a regular basis through the Student Support Office in the Student Services Building. If you are running into difficulties in any subject, contact your instructor. Don't wait until the last minute. Take action at the earliest signs of difficulty. Peer tutoring in technical courses may be able to be arranged at no cost to the student.

**LOUNGES:**

There is a small student lounge on the 3rd floor of the HSC building and a larger one on the Ground Floor. Smoking is not permitted in any building on campus. A microwave and refrigerator are available for the PTA students in HSC 231. Items left in the refrigerator will be thrown out (containers included) on Friday afternoons after classes are complete. It is the student’s responsibility to clean up after him/herself.

**COMPUTERS:**

An open computer lab is available for student use on the second floor of the Library. Computers are also available in the Woodfin Center. There is no charge for computer use; however, it is recommended that you check the lab for open lab hours when a lab assistant will be available.

Summer, 2019
is a cost for printing.

LIBRARY:

The Kilgore College Library has been renovated and now includes a Starbucks coffee. There are some items on reserve for your use each semester. In addition, selected reference books are available for your use in the PTA lecture room (HSC 252), lab room (HSC 231), and offices (HSC 248 and 250). Ask any instructor to help you locate references. These references and all other materials must remain in these areas unless otherwise designated by a member of the Program faculty.

VIDEO TAPING/DIGITAL PICTURES:

As students, you will be simulating a work environment and will practice on one another and may be videotaped. Digital pictures of students performing techniques may also be taken for posting on eLearning or other College sites. The videotapes and digital pictures are used for teaching purposes or Program marketing only and not for posting on social media. You will be asked to sign a permission form to allow videotaping and digital photography distributed separately from this booklet.

CLOSED CLASSES:

During the winter months, the college may be closed due to bad weather. These closings will be announced on most local radio and TV. A decision regarding school closure is made as early as possible with notification by 6:30 at the latest. Students are encouraged to sign up for the Ranger Alert system; if signed up for this system, text messages are sent out directly to your cell phone regarding school closures, potential bad weather like tornadoes, or other dangerous incidences on campus.

PROFESSIONAL ACTIVITIES/ORGANIZATIONS:

Throughout this handbook and, indeed, throughout the PTA Program, we stress professional standards and behavior. Our national professional organization, the American Physical Therapy Association, was set up to assist its membership in continuing their own professional growth. You will be eligible to join the A.P.T.A. as student PTA members. We strongly encourage you to take advantage of this opportunity.

You are also invited to attend meetings of the Texas Physical Therapy Association and of the East Texas District of T.P.T.A. which meets on the 3rd Thursday of the month quarterly at many area clinics. You will be notified of the exact dates, times, and locations of these meetings. The PTA faculty firmly believes in supporting and actively participating in these professional organizations. You may attend these meetings even if you are not a TPTA member.

The Kilgore College Physical Therapy Club was organized for fun, fellowship, professional growth and service to the community. It consists of anyone on campus interested in physical therapy but is primarily composed of the students in the PTA Program. In addition, this club is considered to be a collegiate branch of the Longview AMBUCS chapter whose main purpose is “to create opportunities and independence for people with disabilities”. There is also an East Texas Chapter of AMBUCS
operating out of Kilgore as well as a Tyler Chapter. These clubs participate in fund-raisers and activities to benefit those with disabilities. Joining either of these organizations is totally optional but is encouraged for all PTA students.

**SCHOLARSHIP OPPORTUNITIES:**

There are a few scholarship opportunities made available solely to students in the Physical Therapist Assistant Program. The Longview Chapters of AMBUCS and AMBUCS, Too both offer scholarships on a semester-by-semester basis for PTA students. Applications are made available for annually. These scholarships are generally $1000 each semester and may be received more than once. The East Texas District has also voted to fund a $250 Pam Thompson Memorial scholarship to a freshman PTA student usually based on faculty recommendation. Additionally, the Texas Alliance of PTA Educators, Inc. (TAPTAE) provides five Transitional Scholarships each spring to pay for all the student’s licensure expenses. Each PTA Program in the state may nominate one student for this scholarship which is then voted on by the member institutions. Other general scholarship opportunities are available through the Kilgore College Financial Aid Office.

**GRADUATION REQUIREMENTS:**

When you have successfully fulfilled all of the course and credit hour requirements for the PTA curriculum, you will be prepared to apply for graduation with an Associate of Applied Science degree. Although you will be reminded of this closer to that time, note that it is **your** responsibility to file an application for graduation and to make sure that all requirements have been completed. The PTA Program typically graduates 14-16 graduates every May.

**LICENSING:**

Licensure under the provisions of the Physical Therapy Practice Act 4512E is required in the state of Texas. Licensure is required before the candidate may practice physical therapy. Licensure in the state of Texas is the responsibility of the Texas Board of Physical Therapy Examiners. The Practice Act and Rules of the Board will be made available to the student and discussed in detail during the first semester. The procedure for obtaining licensure as a Physical Therapist Assistant in Texas will be reviewed closer to graduation but the cost for this is included in the cost analysis since it is incurred in the spring semester prior to graduation. The program has an excellent passing rate on the national licensure exam with an overall approximate 98% passing rate since the program’s inception.

**EMPLOYMENT AS A LICENSED PTA:**

The PTA Program maintains a bulletin board in HSC 252 where notices of job openings received from prospective employers are posted. Forwarding of job announcements received via email is also conducted in the student’s last semester when they are in their final clinical affiliation. The PTA faculty give permission for graduates to use their names as references. However, we prefer not to be used as references if it has been more than two years since graduation unless the graduate hasn’t held a job in that time.

Employment opportunities for the PTA are still good in the United States. Recent changes in Medicare guidelines and other reimbursement issues has made jobs for PT’s and PTA’s more scarce.

Summer, 2019
and, therefore, competitive, at least temporarily in East Texas and other parts of the U.S. A new developing program in the area will also make clinical training and job placement a bit more difficult. Job outlook is, however, still looking good and the program continues to demonstrate a 100% graduate placement rate.

EDUCATIONAL OPPORTUNITIES POST-GRADUATION AS A PTA

Becoming a Physical Therapist Assistant is a wonderful goal. However, if you wish to pursue your education beyond your degree as a PTA, there are some opportunities available in the area. Both LeTourneau University and University of Texas at Tyler offer bachelor’s degrees in which you can transfer a large number if not all of your PTA courses to their degree. There are other programs, such at Texas Tech, that offer these degrees and many of them are offered totally or significantly online. In addition, we are fortunate in Texas to have one of two accredited PTA to DPT Bridge Programs at UTMB (University of Texas Medical Branch) Galveston. We are fortunate in having the opportunity to be involved in an articulation agreement with this Program such that we can recommend up to two graduates each year that, if they meet the qualifications at time of application to the Program, will be accepted into the Bridge Program. They must pursue this option within 5 years after graduation. The program faculty approve these recommendations. To be considered to be eligible for this recommendation, a students must apply by April of their last semester and must submit an essay to the PTA Program Faculty outlining where they plan to serve as a licensed DPT, their 5-year plan, and overall goals including professional and community involvement and service learning. The student must have at least a 3.0 GPA in the PTA Program core curriculum and must submit 2 letters of recommendation (one from a clinical instructor and one personal letter) as well. The Program faculty will review these documents and select any students from the program. More information about these opportunities can be obtained from the PTA Program Director.
Please sign and turn in to the PTA Program Director as instructed.

____________________________________________________________________

I, the undersigned, hereby attest to the reading of all information and agreement to all conditions, policies, and procedures in the Student Policy and Procedures Manual of the Kilgore College Physical Therapist Assistant (PTA) Program.

_________________________________  ______________
Signature                            Date

Summer, 2019