

**KILGORE COLLEGE**

**PHYSICAL THERAPIST ASSISTANT PROGRAM**

**STUDENT HANDBOOK**

**2025-2026**

Summer 2025

## **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 Handbook 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 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 the 105 office suites of the Torrence Health Science Education Center (HSEC). Office hours will be posted on each door each semester. The phone number for the PTA office is 983-8154 or 983-8148, and there is voicemail if we are out of the office or on the phone. The number for the support specialist is 983-3734, and her office is in the same suite, room HSEC 105.

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:

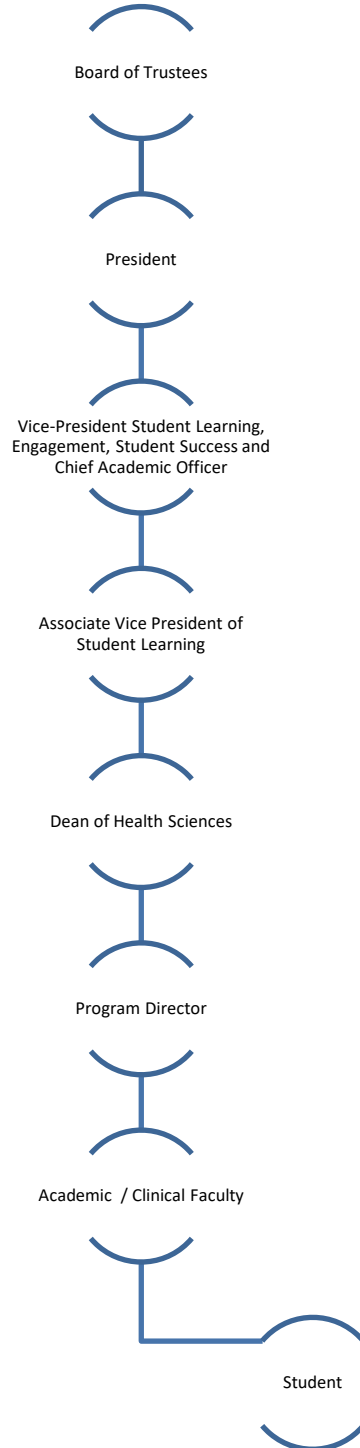
- The student will exhibit professional conduct that reflects practice standards that are legal, ethical, and safe, and reflects a commitment to the profession of physical therapy.
- The student will communicate verbally, nonverbally, and in writing with the patient, family members, physical therapist, 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 and May 2011. The Program received another 10 years of reaccreditation after an onsite visit as part of the accreditation process was completed in Spring 2021. The Kilgore College PTA program is accredited through December 31, 2031. 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 circle - "student." Follow the line directly to all of the other circles showing persons with whom you may communicate directly, and they with you.



## ESTIMATED PHYSICAL THERAPIST ASSISTANT PROGRAM COST ANALYSIS 2025-2026

FRESHMAN YEAR		IN DISTRICT PTHA COURSES ONLY	OUT OF DISTRICT PTHA COURSES ONLY	IN DISTRICT WITH SUPPORT COURSES	OUT OF DISTRICT WITH SUPPORT COURSES
Fall Semester	Tuition and fees	\$ 1080.00	\$ 2028.00	\$ 1440.00	\$ 2704.00
	Lab and Health Science fees	\$ 530.00	\$ 530.00	\$ 660.00	\$ 660.00
	Books (Required texts only)	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00
	Liability and Accident Insurance	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
	Course fees – APTA dues, lab kit, program polo	\$ 210.00	\$ 210.00	\$ 210.00	\$ 210.00
Total for Semester		\$ 2395.00	\$ 3343.00	\$ 2885.00	\$ 4149.00
Spring Semester	Tuition and fees	\$ 1080.00	\$ 2028.00	\$ 1710.00	\$ 3211.00
	Lab and Health Science fees	\$ 420.00	\$ 420.00	\$ 550.00	\$ 550.00
	Books (Required texts only)	\$ 398.00	\$ 398.00	\$ 398.00	\$ 398.00
	Total for Semester	\$ 1898.00	\$ 2846.00	\$ 2658.00	\$ 4159.00
Summer I	Tuition and fees	\$ 270.00	\$ 507.00	\$ 270.00	\$ 507.00
	Lab and Health Science fees	\$ 31.00	\$ 31.00	\$ 30.00	\$ 30.00
Total for Semester		\$ 664.00	\$ 901.00	\$ 664.00	\$ 901.00
Summer II	Tuition and fees	\$ 180.00	\$ 338.00	\$ 180.00	\$ 338.00
	Lab and Health Science fees	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00
	Course supply fee – PTA MACS	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
	Liability and Accident Insurance	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
	Software fee	\$ 55.00	\$ 55.00	\$ 55.00	\$ 55.00
	Clinical uniforms/scrubs	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
	Total for Semester	\$ 410.00	\$ 568.00	\$ 410.00	\$ 568.00
SOPHOMORE YEAR					
Fall Semester	Tuition and fees	\$ 1170.00	\$ 2197.00	\$ 1440.00	\$ 2704.00
	Lab and Health Science fees	\$ 330.00	\$ 330.00	\$ 330.00	\$ 330.00
	Books (Required texts only)	\$ 271.00	\$ 271.00	\$ 271.00	\$ 271.00
	Physical Therapy Club and APTA dues	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
	Total for Semester	\$ 1871.00	\$ 2898.00	\$ 2141.00	\$ 3405.00
Spring Semester	Tuition and fees	\$ 630.00	\$ 1183.00	\$ 900.00	\$ 1690.00
	Lab and Health Science fees	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
	Software Fees	\$ 195.00	\$ 195.00	\$ 195.00	\$ 195.00
	Testing Fee – Mock licensure	\$ 275.00	\$ 275.00	\$ 275.00	\$ 275.00
	Books (Required texts only)	\$ 0.00	\$ 0.00	\$ 60.00	\$ 60.00
	Liability and Accident Insurance	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
	Clinical uniforms/scrubs	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
	NPTE Licensure fees (not Included in tuition & fees)	\$ 755.00	\$ 755.00	\$ 755.00	\$ 755.00
	Total for Semester	\$ 2285.00	\$ 2838.00	\$ 2615.00	\$ 3405.00
Total for Program		\$ 9,159.00	\$13,030.00	\$ 11,009.00	\$16,223.00

Costs are estimated. All costs, including tuition, fees, and books, are subject to change. Placement test and remediation course fees are not included in the cost analysis. Out-of-state tuition costs are at a higher rate than out-of-district and are stated per semester hour in the Kilgore College Catalog.

## **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 the 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 (PTs), physical therapist assistants (PTAs), 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;

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 (PTs), physical therapist assistants (PTAs), 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 who 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, Instagram, Twitter, YouTube, and LinkedIn), chat rooms, and create and maintain personal websites, including blogs. Kilgore College respects students' 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 email 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 or the PTA Program." Consider adding this language in an "About me" section of your blog or social networking profile.
3. **If you communicate on 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 email 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. 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 skills 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 "75%" 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:

- A = 92-100
- B = 83-91
- C = 75-82
- D = 67-74
- F = Below 67

Specific objectives are established for each of the PTHA technical courses and units. These may be found in the 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 believes 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 made 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 the 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 and REMIND messaging 24 hours a day; notification to another student does not suffice.

## 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 the 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 by 2 points for each lab which has been missed and not 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 by 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 a 1 point final grade deduction. Lastly, if a student misses an exam, remediation, or lab practical remediation, the student's final grade will be lowered by 1 point.**

If a test is missed, the student must make up that test on their return. One make-up test for absence per semester is allowable without penalty, provided that 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 or 10% deduction on that test, dependent on the point value of the exam.

If a student makes below a 75% on an exam, the student will be required to complete remediation as determined by the instructor. Remediation will be to aid the student in a better understanding of the material that will be included on the comprehensive course final exam.

Students will be required to redo a lab practical if they miss a critical component, resulting in an automatic redo, or if they score less than 75%. They will have one attempt to redo the lab practical after remediation is provided. The student will need to score an overall grade of 75% on that lab practical examination if a complete redo is required and demonstrate mastery of the critical components to proceed in the program. If a complete automatic redo is not warranted, but only individual sections are required to redo, the student is required to demonstrate 75% accuracy on the section(s) to continue in the program. However, the first grade will stand in the gradebook. After the student receives the written feedback for their lab practical examination, they will have 2 weeks to schedule and complete their remediation and redo. If it is not completed within the two weeks and there has not been any documented correspondence of an approved extension request, the student will receive a 0 in the grade book, and they will not be able to continue in the program.

Upon each instance of failing an exam or lab practical (below 75%), a student “Contact Action Form” will be completed. A discussion with the student regarding the remediation topic and plan of action 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 "Contact Action 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 "Contact Action 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 of Clinical Education should be consulted. Every effort will be made to assist students in being successful in completing the program. Retention rates are excellent in the program, with 75%-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 (via REMIND) 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 online with a lockdown browser during specified dates and time frames.

Prohibited items during tests or lab practicals:

- Calculators on cell phones (only if permitted by the instructor)
- Smart watches
- Spell checkers
- Dictionaries
- Language translators
- Backpacks
- Briefcases
- Cellular phones
- Sunglasses
- Scarves
- Communication devices (iPods, iPads, Bluetooth earpieces)
- Photographic or recording devices
- Notes
- Scratch paper (only if permitted by instructor)
- MP3 players and other music players
- Headphones
- Hats/wave caps and scarves, gloves
- Alarm devices

Note: If jackets are worn, the instructors reserve the right to check the contents of the pockets.

Warning: Cellular devices are **STRICTLY** prohibited during testing, and upon arrival to test, they 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**. If there is a valid reason to be accessible by phone during the testing period, you **MUST** obtain prior approval.

## REASONABLE ACCOMMODATIONS

Reasonable accommodations will be made to 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.
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 the 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 the 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 students' 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 will be 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 hours 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.

### 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 distracting behavior. Inherent in this is the student's right to be heard regarding situations, decisions, or actions with 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, follows. 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 the 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/student-complaint-form/> accessible under “Kilgore College student complaint process”), 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.



## 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.)

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### 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:

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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 Date

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

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

\_\_\_\_\_  
Signature of Vice President

### **Grievance Procedures:**

The 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, unwelcome 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 appeals. 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 reinstatement 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 Services' 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: an 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 appellate officers 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 a 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 or 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

## CLASSROOM REGULATIONS/GUIDELINES

### FACILITIES:

Classes will be held in the PTA lecture room (HSEC 200) and labs (HSEC 211A and 211B) in the Torrence Health Science Education Center. Occasionally, other rooms in or near the building will be used. The student will be notified of the location when needed. Program lab equipment will be kept in the PTA Labs and storage areas. 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. Students are to park in the student parking only. Faculty and Handicap parking will be designated.

### INSTRUCTIONAL CLASSROOM METHODS:

The material will be presented in lecture/demonstration format, frequently utilizing PowerPoint 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 the lecture or lab are available to be downloaded and/or printed from the eLearning website at <https://kilgore.blackboard.com>. You will need to set up your KC student account where you will set up the MultiFactorial Account and your personal password. Once this is completed using the instructions provided, your UserID will be your student ID with the password used to set up your KC student account. Password assistance can be obtained from the IT Help Desk at (903) 988-7522 or [helpdesk@kilgore.edu](mailto:helpdesk@kilgore.edu). For technical support in Blackboard, you can contact the eLearning support line at (903) 988-3704 or [techsupr@kilgore.edu](mailto: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. Cell phones during examinations will be strictly prohibited. If cell phones are heard during an exam, that student's exam will be taken up, and the student will be 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. Your KC ID card will also be used as your name badge while at your clinical rotations, and will therefore require special permission each semester to display "SPTA". Each student must obtain a Student identification card in conjunction with the registration process from the Kilgore College Police Department. Returning students must have a valid ID card each semester.

## **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.
6. A faculty member must be on campus when students are in any room after scheduled class times. The student will be responsible for ensuring a faculty member will be present during these times if not already scheduled by the faculty member.

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 a washer and dryer available in HSEC 213. It is the responsibility of the students in the program to maintain clean linen. Each student will have the responsibility of laundering the dirty linens 1-2 times during the fall semester and periodically in the spring semester. The student will be responsible for making sure the linen gets cleaned, folded, and restocked during their designated time. This responsibility tends to fall more on the freshmen students since their labs generally require more linen. 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 Dean's support specialist.
4. Never overload electrical circuits.
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 its 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 in 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.

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 903-983-8650 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: on the first floor by room 118, on the second floor by rooms 210, 208, and 214.
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.

#### 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 903-983-8650 or call 911. If trained, apply emergency first aid following universal precautions in handling body fluids, including wearing gloves and disposing of supplies properly. There is an AED mounted on the wall under the stairs and on the second floor midway down the hallway.

Vaccine-Preventable Illnesses:

Kilgore College does not require proof of vaccination. The vaccination requirements are mandated by the program's clinical partners or clinical facilities. The Academic Coordinator of Clinical Education will review all vaccination records and provide guidance on how to be compliant for clinical placements. Should you wish to decline a vaccination, you will address this directly with the clinical partner when you are assigned to a clinical placement.

**1) PURPOSE**

- a) Since the health science programs are strenuous and involve direct care of patients, all Kilgore College Health Science (KCHS) students must be in good mental and physical health. Students are required to have a physical examination form completed by a health care provider.
- b) To reduce student risk of both infection by and possible transmission of (to other students, instructors, patients and to the community) the vaccine-preventable illnesses Measles (Rubeola), German Measles (Rubella), Mumps, Chickenpox (Varicella), Whooping Cough (Pertussis), Influenza (Flu), Hepatitis B (HBV), Meningitis, and Novel Coronavirus Disease 2019 (COVID-19).

**2) POLICY**

- a) Physical Exam
  - i) A Kilgore College Health Science Immunizations and Physical Exam form (Attachment A) must be completed within six months prior to admission or readmission to the program.
- b) Immunizations
  - i) Kilgore College Health Science students shall be required to provide proof of immunity to Measles, Mumps, Rubella, Varicella, Pertussis, Influenza, and COVID-19.
  - ii) Antibody testing and immunization, as indicated and outlined in Procedure, shall be required.
  - iii) Students who have not complied with this policy may not be allowed to participate in clinical experiences.

**3) PROCEDURE****a) Physical Examination**

- i) The Kilgore College Health Science Immunizations and Physical Exam form and immunization documents must be submitted to the applicable department by the due date in that department's admission packet.
  - (1) Failure to submit the required forms will result in the inability to attend classes.
  - (2) Exam form and immunization documents must be complete.
- ii) Donning an N-95 particulate respirator may be required to perform clinical duties.
  - (1) Every KCHS student must have a medical evaluation before allowed to use a respirator.

- (2) An OSHA medical questionnaire (Attachment B) must be completed by the student and evaluated by a healthcare provider for clearance to wear an N-95 particulate respirator. KCHS students must complete the questionnaire prior to the appointment with the health care provider.
- (3) If needed, the student shall be fit tested for appropriate N-95 particulate respirator before clinical placement where donning is required.
- iii) Essential Job Functions are those basic job duties that a student must be able to perform, with or without reasonable accommodation.
  - (1) The student must sign the appropriate Essential Job Function list and take that form to the examination for the health care provider's review.
    - (a) Nursing Programs (LVN, RN, CNA) Essential Job Functions (Attachment C)
    - (b) Physical Therapy Assistant Essential Job Functions (Attachment D)
    - (c) Radiologic Science Essential Job Functions (Attachment E)
  - (2) The health care provider shall indicate on the Kilgore College Health Science Immunizations and Physical Exam and form that he/she/they has reviewed the Essential Job Functions and that the student is capable of performing those duties. If accommodations are needed, those shall be indicated on the form.
- iv) A current test for tuberculosis must be documented on the Kilgore College Health Science Immunizations and Physical Exam form.
- v) Performance of safe and competent patient care is always of the utmost importance. Therefore, if at any time a KCHS Instructor has reason to believe that a student's health or behavior may compromise safe patient care, that student may be required to obtain a health appraisal including a random drug screen by a practitioner designated by the college.

**b) Measles-Mumps-Rubella Immunization**

- i) KCHS students shall be required to provide proof of immunity to measles, mumps, and rubella.
- ii) Acceptable proof of immunity shall be one of the following:
  - (1) Laboratory evidence of immunity of all three illnesses (brought from outside source)
  - (2) Documentation two (2) doses of MMR vaccine, on or after the first birthday, separated by at least twenty-eight (28) days.
  - (3) Contraindications include:
    - (a) A history of a serious reaction after a previous dose of MMR vaccine or to a MMR vaccine component,
    - (b) Pregnant now or may become pregnant within three (3) months, or
    - (c) Known severe immunodeficiency.

**c) Varicella (Chickenpox) Immunization**

- i) KCHS students shall be required to provide proof of immunity to Varicella.
- ii) Acceptable proof of immunity shall be one of the following:
  - (1) Serological evidence of antibodies to Varicella
  - (2) Documentation of two doses of Varicella vaccine given at least 28 days apart.

- iii) If the student shows no or low immunity to the Varicella virus, the student must receive the vaccine series.

**d) Tetanus, Diphtheria, and Pertussis Immunization**

- i) KCHS students shall be required to provide proof of immunity to Pertussis.
- ii) Acceptable proof of immunity is documentation of a prior dose of Tetanus Toxoid, Reduced Diphtheria Toxoid, and Acellular Pertussis Vaccine, Adsorbed (Tdap).

**e) Influenza Immunization**

- i) KCHS students shall be required to provide proof of immunity to Influenza
- ii) Acceptable proof of immunity shall be annual documentation of influenza vaccine.
- iii) Documentation is due by November 1 every year.

**f) Hepatitis B Immunization**

- i) KCHS students shall be required to provide proof of immunity to Hepatitis B.
- ii) Acceptable proof of immunity is a completed (2-dose or 3-dose depending on manufacturer) series of Hepatitis B vaccines and post vaccination screening (titer) results.

**(1) Vaccine series**

- (a) Obtain three doses of Engerix-B or Recombivax
  - (i) Second dose should be one month from first dose
  - (ii) Third dose should be six months from first dose.
- (b) Obtain two doses of Heplisav-B
  - (i) Vaccines should be one month apart.

**(2) Titer**

- (a) If the student did not have a titer done within 1 to 2 months after the administration of the final vaccine dose, the student should have a single vaccine (booster) with titer done between 30-60 days after receipt.
- (b) If the student has a negative antibody response (defined as <10mIU/mL) after the booster, the student should be revaccinated with to complete a second series.
- (c) If the student still does not respond after revaccination, they will be considered a non-responder and should seek medical care for evaluation for lack of response and counseling.

**iii) Series must be complete before clinical assignment.**

**g) Meningitis Immunization**

- i) All entering students under 22 years of age must provide documentation of receiving an initial bacterial meningitis vaccination dose or booster within the last 5 years. This includes all new and transfer students, as well as former students who are re-enrolling after a break in enrollment. Students must show proof of having the vaccination at least 10 days prior to the start of the semester.
- ii) Acceptable proof of immunity is receipt of either the meningococcal polysaccharide vaccine (Menomune or MPSV4) or meningococcal conjugate vaccine (Menactra or Menveo or MCV4).

**h) COVID-19 Vaccination**

- i) KCHS students must be fully vaccinated against COVID-19.

- ii) To be fully vaccinated, a student must:
  - (1) Obtain one of the following:
    - (a) Obtain both doses of the Pfizer vaccine
      - (i) Vaccines should be 21 days apart
      - (ii) Third vaccine, booster, should be 5 months from second vaccine OR
    - (b) Obtain both doses of the Moderna vaccine
      - (i) Vaccines should be 28 days apart
      - (ii) Third vaccine, booster, should be 5 months from second vaccine OR
    - (c) Obtain single dose of Johnson & Johnson
      - (i) Second vaccine, booster, should be 2 months after first dose.
  - (2) Students will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.
- iii) Acceptable proof of vaccination status is:
  - (1) The record of immunization from a healthcare provider or pharmacy;
  - (2) A copy of the COVID-19 Vaccination Record Card;
  - (3) A copy of medical records documenting the vaccination;
  - (4) A copy of immunization records from a public health, state, or tribal immunization information system; or
  - (5) A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

#### **4) STUDENTS WHO REFUSE/DECLINE VACCINES**

- a) If a clinical (internship and/or practicum) site provides an alternative to vaccination including but not limited to frequent testing and/or additional Personal Protective Equipment (PPE), the student must comply with the alternative as required by the clinical site to participate in the clinical assignment.
- b) If a clinical (internship and/or practicum) site requires vaccination with no alternative, then clinical coordinators will work with program directors to identify vaccinated students and make fair assignments to clinical sites, assuming there are other placement options available.
- c) If the adoption of clinical (internship and/or practicum) site requirements for vaccination becomes widespread or standard and it impedes a student's ability to meet the clinical requirements, then the student will not be able to complete the program and may be subject to exit from the program.

#### **PHYSICAL PLANT/BUILDING PROBLEMS:**

For any building or physical plant problem, notify the PTA 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 the policies of KC. These guidelines establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages.
- 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 are 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 K-2, bath salts, etc., is 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.

If at any time during the program or prior to admission during the conditional acceptance to the program, a student tests positive for drugs, you will not be allowed to continue in the KC PTA Program. You will forfeit your spot in the program.

### **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 Services 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 that 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 who may need help. Move to the inside safe location to be counted and to receive further instructions. This area will be shared with you when determined. 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 the 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 PTA area, this will be either the front door or the emergency exit near the PTA labs. Assist any students or staff who may need help. Meet at the outside safe location to be counted and to receive further instructions. That location for us is in the parking lot between HSEC and N. Henderson Blvd. 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 who need help. Follow the RAS instructions for exiting campus, paying particular attention to evacuation directions.

**CONCEALED HANDGUN POLICY AND PROCEDURE**

In accordance with institutional policy and the Texas Association of School Boards (TASB), open and concealed carry of firearms is strictly prohibited at the Torrence Health Science Center due to its designation as a health science facility with patient care and instructional simulation areas. Students found violating this policy will be subject to disciplinary action per the Kilgore College student code of conduct. Signage indicating firearm restrictions is posted at all entrances in compliance with Texas Penal Code sections 30.06 and 30.07.

**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>.

## 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 ensure 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 that 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 of 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 perfumes, colognes, or aftershaves. 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 will be worn on field trips or on clinical rotations. You may want to check with your clinical coordinator about the dress code at the facility to 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 that should be worn in clinic areas is watches, wedding rings, and stud-type earrings of a 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 the name tag assures proper identification for security purposes and entitles the student to access 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 must 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 second 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 outpatient 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 students' 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 minutes tardiness should 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 and absences posted on Exxat

Students will utilize Exxat to complete time cards. 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. 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 information 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 or 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. Some facilities may request an additional drug screen prior to the start of the clinical rotation. In this case, the student will be notified to make arrangements for the drug screen. 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. If the student feels there was an error in the initial drug screen, 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 a 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 does 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 the clinic that result 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 operating 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, the Academic Coordinator of Clinical Education, the Site Coordinator of Clinical Education, and the Program Director 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 “75”. Frequent practice and consultation with the clinical instructor helps to prevent this. A current list of affiliated facilities with their phone numbers, addresses, contact person, and directions to the facility is available in the ACCE’s office. Students are responsible for their own transportation to clinical sites, which can range from Marshall, TX (east) to Texarkana, TX (north), to Dallas, TX (west), to Livingston, TX (south). Every attempt is made not to place students at clinical facilities more than a 45 – 60 minute 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 Devall Student Center game room at certain hours. Student health services are available at no cost.

**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 student lounge located in the west end of the HSEC building. Smoking is not permitted in any building on campus. A microwave and refrigerator are available for the PTA students in the kitchenette in HSEC student lounge. 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. There 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 (HSEC 200), lab room (HSEC 211A and 211B), and offices (HSEC suite 105). 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.

### VIDEOTAPING/DIGITAL PICTURES:

As students, you will be simulating a work environment and will practice on one another, and may be recorded. Digital pictures of students performing techniques may also be taken for posting on eLearning or other College sites. The recordings 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 to be distributed separately from this booklet.

Instructors may be open to using your cellphone to record lectures or lab activities; however, the student **MUST** discuss this with the course instructor prior to recording. If not, the student will be asked to forfeit use of the cellphone in the class for that day. If this continues, the student may not be allowed to have the cellphone out in clear sight.

#### CLOSED CAMPSUSES:

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 incidents 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 fundraisers 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 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 PTA student, usually based on faculty recommendation. Additionally, the Texas Alliance of PTA Educators, Inc. (TAPTAE) provides 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 13-16 graduates every May.

### PHI TAU ALPHA HONOR SOCIETY:

As a graduating PTA student, you may qualify for the newly organized Phi Tau Alpha Honor Society. This honor society was organized by the APTA Academy of Education in January 2024. To qualify for this honor, one faculty member must be a current member of the Academy of Education, you must have a 3.5 PTA GPA, and two recommendation forms with exemplary or superior ratings by two of the following individuals: clinical instructor, faculty member, club advisor, or advisory committee member. Faculty will then determine if the requirements have been met. If met, the student will be nominated at that time.

Once you have been nominated, the APTA Academy will send out certificates of membership to the honor society and a lapel pin to the nominating institution for distribution to student nominees. Also, the nominee will be honored at the PTA pinning ceremony and receive their honor cord to wear during the Kilgore College graduation ceremony.

### 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; however, the costs of the licensure exam **IS NOT** included in student fees. This is an out-of-pocket student expense. 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 HSEC lecture/lab rooms 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 gives 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 have made jobs for PTs and PTAs more scarce and, therefore, competitive, at least temporarily, in East Texas and other parts of the States. The number of PTA programs in the area also makes 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. LeTourneau University offers a bachelor's degree in which you can transfer a large number, if not all, of your PTA courses to their degree. There are other programs, such as Texas Tech and the University of Texas at Tyler, 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 who, if they meet the qualifications at the 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 approves these recommendations. To be considered eligible for this recommendation, a student 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.

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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.

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Signature

Date

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