



PTAP 150 PTA Procedures I Section Name Section Credit Hours Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Clinical procedures related to patient care including hand washing, vitals, pain assessment, body mechanics, ROM, bed mobility, and transfers. Prerequisite: Acceptance into the PTA Program.

Terms offered: Spring and Summer

Section-specific Course Description:

Course Level Objectives

Course Learning Outcomes

Upon successful completion of the course, the student will be able to...

1. Perform hand washing.
2. Obtain vital signs and assess pain.
3. Explain basic postural alignment and body mechanics.
4. Educate mock patients on ROM.
5. Educate mock patients on safe bed mobility.
6. Educate mock patients on safe transfers.
7. Explain the use of basic pharmaceuticals and medical tests.
8. Apply the principles of cold packs.
9. Apply the principles of ice massage.
10. Apply the principles of contrast baths.

11. Apply the principles of hot packs.
12. Apply the principles of paraffin baths.
13. Apply the principles of ultrasound.
14. Apply the principles of phonophoresis.
15. Apply the principles of intermittent compression.
16. Explain outcome assessment related to course content.
17. Practice generic abilities related to course content.
18. Describe basic concepts related to the APTA Guide to Physical Therapist Practice.

Specific Learning Objectives

Upon successful completion of the course, the student will be able to...

1. Perform hand washing.
 - 1a. Perform hand washing to meet requirements outlined in the skill check and lab exam.
2. Obtain vital signs and assess pain.
 - 2a. Differentiate between normal and abnormal ranges for vital signs such as heart rate, respiration rate, blood pressure, oxygen saturation, and temperature.
 - 2b. Measure blood pressure in different positions.
 - 2c. Demonstrate competency in obtaining vital signs such as heart rate, blood pressure, and oxygen saturation to meet requirements outlined in the skill check and lab exam.
 - 2d. Verify methods of assessing pain and issues related to pain.
3. Explain basic postural alignment and body mechanics.
 - 3a. Differentiate between basic normal and abnormal postural alignment.
 - 3b. Demonstrate competency related to body mechanics to meet requirements outlined in the skill check and lab exam.
4. Educate mock patients on ROM.
 - 4a. Recognize types of ROM.
 - 4b. Demonstrate equipment used to improve ROM.
 - 4c. Demonstrate competency in the application of PROM using anatomical and/or PNF patterns to meet requirements outlined in the skill check and lab exam.

4d. Demonstrate competency in the application of a CPM machine to meet requirements outlined in the skill check and lab exam.

5. Educate mock patients on safe bed mobility.

5a. Describe complications related to immobility and the importance of a turning schedule.

5b. Demonstrate competency related to bed mobility to meet requirements outlined in the skill check and lab exam.

5c. Identify pressure relief positions.

6. Educate mock patients on safe transfers.

6a. Demonstrate the types of transfers.

6b. Demonstrate competency in transfers to meet requirements outlined in the skill check and lab exam.

7. Explain the use of basic pharmaceuticals and medical tests.

7a. Analyze the use of basic pharmaceuticals.

7b. Describe common laboratory tests.

7c. Explain common medical imaging including MRI, CT, ultrasound, and X-ray tests.

8. Apply the principles of cold packs.

8a. Explain the indications, contraindications, precautions, and physiological response related to cold packs.

8b. Demonstrate competency in the application of cold packs to meet requirements outlined in the skill check and lab exam.

9. Apply the principles of ice massage.

9a. Explain the indications, contraindications, precautions, and physiological response related to ice massage.

9b. Demonstrate competency in the application of ice massage to meet requirements outlined in the skill check and lab exam.

10. Apply the principles of contrast bath.

10a. Explain the indications, contraindications, precautions, and physiological response related to contrast bath.

10b. Demonstrate competency in the application of contrast bath to meet requirements outlined in the skill check and lab exam.

11. Apply the principles of hot packs.

11a. Explain the indications, contraindications, precautions, and physiological response related to hot packs.

11b. Demonstrate competency in the application of hot packs to meet requirements outlined in the skill check and lab exam.

12. Apply the principles of paraffin baths.

12a. Explain the indications, contraindications, precautions, and physiological response related to paraffin baths.

12b. Demonstrate competency in the application of paraffin to meet requirements outlined in the skill check and lab exam.

13. Apply the principles of ultrasound.

13a. Explain the indications, contraindications, precautions, and physiological response related to ultrasound.

13b. Demonstrate competency in the application of ultrasound to meet requirements outlined in the skill check and lab exam.

14. Apply the principles of phonophoresis.

14a. Explain the indications, contraindications, precautions, and physiological response related to phonophoresis.

14b. Demonstrate competency in the application of phonophoresis to meet requirements outlined in the skill check and lab exam.

15. Apply the principles of intermittent compression.

15a. Explain the indications, contraindications, precautions, and physiological response related to intermittent compression.

15b. Demonstrate competency in the application of intermittent compression to meet requirements outlined in the skill check and lab exam.

16. Explain outcome assessment related to course content.

16a. Identify equipment and resources necessary for discharge.

16b. Finalize a functional home exercise program including ADLs.

16c. Provide input to the supervising physical therapist about outcomes.

17. Practice Professional Behaviors Student's Self-Assessment criteria related to course content.

17a. Commitment to Learning – Demonstrate the ability to self-assess, self-correct, and self-direct. Identify needs and sources of learning. Seek new knowledge and understanding.

17b. Interpersonal Skills – Demonstrate the ability to interact effectively with patients, families, colleagues, other health care professionals, and the community. Demonstrate the ability to effectively deal with cultural and ethnic diversity issues.

17c. Communication Skills – Demonstrate the ability to communicate effectively (i.e., speaking, body language, reading, writing, and listening) for a varied audiences and purposes.

17d. Effective Use of Time – Demonstrate the ability to obtain maximum benefit from a minimum investment of time and resources.

17e. Use of Constructive Feedback – Demonstrate the ability to identify sources and seek out feedback and to effectively use and provide feedback for improving personal interaction.

17f. Problem-Solving – Demonstrate the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

17g. Professionalism – Demonstrate the ability to exhibit appropriate professional conduct and to represent the profession effectively.

17h. Responsibility – Demonstrate the ability to fulfill commitments and to be accountable for actions and outcomes.

17i. Critical Thinking – Demonstrate the ability to question logically; to identify, generate, and evaluate elements of a logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.

17j. Stress Management – Demonstrate the ability to identify sources of stress and to develop effective coping behaviors.

17k. Use a SOAP note format to document lab skills.

18. Describe basic concepts related to the APTA Guide to Physical Therapist Practice.

18a. Integrate basic concepts presented in the APTA Guide to Physical Therapist Practice related to course content. (l)

18b. Identify the parameters of the scope of practice of the PTA related to course content.

Required Texts and/or Materials

Pierson & Fairchild's Principles & Techniques of Patient Care

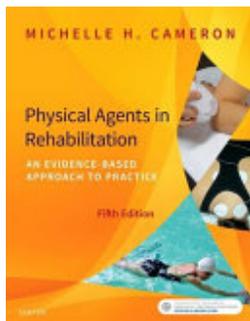
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Sheryl L. Fairchild, Robert Kuchler O'Shea, Robin D. Washington

ELSEVIER

2018

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Physical Agents in Rehabilitation

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Michelle H. Cameron

Saunders

2017-10-02

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Physical Rehabilitation

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Susan B O'Sullivan, Thomas J Schmitz, George Fulk

F.A. Davis

2019-01-25

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Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities:

- Maintain professionalism & respect

- Check-in to the course regularly to ensure you are reading announcements, checking emails, etc.
- Complete all assignments (e.g., virtual lab skills, self-assessments, peer-assessments, synchronous meetings via zoom, assignments, exams, etc.) in accordance with the course schedule
- Critically analyze tasks offering realistic and constructive input
- Effectively communicate with classmates and instructors when questions arise
- Schedule meetings with the instructor, if requiring additional assistance
- Ensure that all technology is working for success in this course
- Contact tech support if problems arise with technology

Lab Assignments

This course consists of patient care procedural lab skills. Much of the content that is learned throughout this course includes lab demonstrations. These lab demonstrations will be performed in a face-to-face format.

At times, lab skills may be performed in a virtual format. This format may include synchronous or asynchronous learning. This includes methods such as video submissions, uploading images, zoom sessions, etc.

When demonstrating these lab skills, please follow the step-by-step procedural instructions, live or video demonstrations, and/or rubric that is attached to each assignment. These instructions and rubrics will assist to achieve success in this course.

Student Online Assessment Form (online lab skills)

Students will be completing lab skills throughout the course. You will be required to sign a student online assessment form prior to completing your first lab skill. This form indicates that you are aware that these skills are associated with your lab grade and will not be discussed with your classmates. The lab skills, including any scenarios associated with the lab skills, fall under the academic integrity policy for San Juan College.

Patient Consent Forms (online lab skills)

Most skills in this course will require a mock patient. You may use a family member, a co-worker, a friend, etc. to play the role of a mock patient for you for the lab skills. It is your responsibility to ensure that the mock patient of your choice can perform the skills as outlined in the procedural instructions and/or rubric and that they are able to answer any questions (specifically questions related to safety) during your skill. Each mock patient that you use for your lab skills is required to sign the "Volunteer

Consent Form" prior to completing the lab skill. If you use the same patient for every skill, they only need to sign the form one time per course. This form can be found in the Getting Started module.

Self-Assessments

There are two ways to self-assess throughout this course. Most modules in Canvas have a self-assessment to check your knowledge of the content. These do not count for a grade but are a great way to determine what you remember from the content. These are by no means an exhaustive measure of your knowledge from the content from each module. These self-assessments are just a way to see test-type questions of information that was just learned.

Additionally, step-by-step procedural instructions and/or a rubric is provided for all lab skills. To ensure that you are completing all tasks to receive a "passing" grade, it is important to self-assess your progress. Many lab skills will require that this is complete prior to the assignment submission.

Peer-Assessments / Peer Critiques

Peer assessments involve performing lab skills face-to-face in the lab environment or creating videos of lab skills and sharing the videos with your assigned partner for review. Additionally, peer assessments involve determining if your assigned partner has met the grading criteria outlined in the grading rubric based on their performance.

It is also your responsibility to ensure that you submit your peer-reviewed rubric (with video link attached, if required) to the appropriate assignment location.

Peer assessments are graded and will count toward your "peer-assessment participation grade".

When completing a peer assessment, please ensure that you are using constructive feedback. This involves some of the following:

- **Establish Trust**
- **Balance the Positive and the Negative**
- **Observe, Don't interpret**
- **Be specific**
- **Don't make it personal**
- **Be consistent**
- **Be timely**

When finalizing your peer assessment, return to your classmate within an appropriate amount of time to ensure that your classmate can re-demonstrate skills, as needed.

Lab Practicals

Midterm and Final Lab Practicals will be used to determine the competency of lab skills in this course in a comprehensive manner.

Lecture Exams

There are 4 lecture exams in this course. The midterm and the final exam are comprehensive. This means that all content learned up to that point will be assessed. All exams will be proctored.

Proctoring fees may apply if taking exams offsite. SmarterProctoring/ProctorU fee rates will apply. Pricing is subject to change and is based on ProctorU fees.

Current Fee Rates for Virtual Proctored Exams:

- 1-hour exams: \$17.00
- 1.5 hour exams: \$21.00
- 2-hour exam: \$25.00

Other Classroom Policies and Expectations

LATE WORK

Due dates for every assignment are provided on the course syllabus and course schedule (posted in Canvas). Unless otherwise stated, assignments are due according to the course schedule.

The PTA faculty recognize that sometimes "life happens." In these instances, you may use your allotted 2 "flex." These days allow you to submit an assignment(s) up to two days late without penalty. For example, you can use 2 flex days on one assignment that is two days late. Alternatively, you can use 1 flex day on one assignment that is one day late, and then 1 flex day towards another assignment. You do not need to provide the instructor with the reason: simply email the instructor how many of your flex days you would like to use. Flex days cannot be used for group assignments or assignments with a partner as it would impact the grade of another student. These "flex days" do not apply to exams or the peer-assessed portion of a virtual lab skill.

Once you have exhausted your 2 flex days, then late point deductions will occur for any assignment submitted after the deadline. A 10 point deduction will occur each day that passes beyond the due date and up to 72 hours (e.g. an 84 would be a 74 on day 1, a 64 on day 2, etc.). Assignments submitted more than 72 hours after the due date will not be accepted and you will receive a 0.

If you experience extenuating circumstances (e.g., you are hospitalized) that prohibit you from submitting your assignments on time, please let the instructor know. The instructor will evaluate these instances on a case-by-case basis.

Grading

Final grades are calculated based on the following...

PTA Grading Scale:

A	92 – 100%
B	84 – 91%
C	76 – 83%
D	68 – 75%
F	< 67%

GRADE BREAKDOWN

1. The course grade is determined by a mix of formative and summative assessments (e.g., online discussion boards, assignments, quizzes, lecture exams, lab practicals) as specified in the Syllabus.
2. Students are expected to complete all assessments (e.g., online discussion boards, assignments, quizzes, lecture exams, lab practicals) as scheduled in the course syllabus. If an assessment is not completed as scheduled.
3. When determining the overall grade for courses with lecture and lab components, the lecture component is 65% and the lab component is 35%.

SKILL CHECKS AND LAB PRACTICALS

Critical Safety/Performance Elements

Critical Safety/Performance Elements are elements of patient care that are critical for safe and effective practice as a physical therapist assistant. On skill check and lab practical rubrics, Critical Safety/Performance Elements are denoted by italics and are graded pass/fail (P/F). Students must pass all Critical Safety/Performance Elements to pass the skill check or lab practical.

Skill Checks

All required skill checks must be peer-reviewed by a classmate and assessed by a faculty member(s) before the student will be allowed to take the lab practical. Skill checks may be completed during class time. The instructor reserves the right to complete skill checks outside of regularly-scheduled class time to allow students to have additional practice hours in lab to improve competency in lab skills. With a faculty member(s), the student must pass all P/F items including Critical Safety/Performance Elements shown in italics and meet the minimum required score during a skill check within a maximum of 3 attempts. If the student fails to pass the required skill checks by a faculty member(s) within 3 attempts, then the student may be dismissed from the program. The student may also be dismissed from the program for failure to complete the required skill checks prior to the time of the scheduled lab practical examination despite reasonable opportunities to do so. The PTA Program Director retains the right to grant an extension.

Lab Practicals

Students must pass all P/F items including Critical Safety/Performance Elements shown in italics, meet the minimum score denoted for any section(s) or subsection(s), and achieve an overall minimum score of a 76% in order to pass the lab practical. Points will be deducted for any portion not completed within the allotted time, which may lead to failure if a minimum of a 76% is not achieved. Lab practicals may be recorded.

Retake Lab Practicals

Prior to a retake lab practical, students will be provided the opportunity to remediate with a faculty member. One retake lab practical with a different scenario and different grader will be offered. Two faculty members – one grader and one observer – are present for retake lab practicals. For students in the On-Campus Program, the retake lab practical is expected to be completed within the next 5 business days after failing the lab practical. For students in the Online Hybrid Program, during semesters with one lab course, the retake lab practical is expected to be completed the next day after failing the lab practical. During semesters with two lab courses, the retake midterm lab practical is expected to be completed the next day after completing the midterm lab practicals for both courses. The retake final lab practical is expected to be completed the next day after completing the final lab practicals for both courses. The PTA Program Director retains the right to grant an extension. If a retake lab practical is necessary, the student must pass the retake lab practical with a minimum 76% grade and will be awarded a 76% minimum grade. If the student fails to pass the retake lab practical, the student will be dismissed from the program.

Course Time Commitment

In order to be successful in this course, you will need to set aside a minimum of 8 hours per week.

Canvas Participation and Expectations

Online – Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Late work is not accepted once the flex option has been used.

Failure to Meet Class Participation Expectations:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

In order to be successful in this course, you are required to check in on a weekly basis. It is recommended to check in regularly throughout the week to keep up with continuous communication and provide input in the general discussion board. There will be weekly announcements posted to the course. Read the announcements for specific requirements and additional information as it pertains to the modules that are covered for the week.

- **Online communication expectations (“Netiquette”): (Please refer to SJC online services for further information)**

Participation and Attendance Policy

ATTENDANCE POLICY

This PTA Program Attendance Policy supplements the college's attendance policies found in the SJC Academic Catalog and SJC Student Handbook. Unless otherwise outlined in the course syllabus, this Attendance Policy applies to all classroom, lab, and clinical experiences. Since absenteeism negatively impacts a student's ability to learn, students are expected to attend the entire duration of all scheduled activities. Students may need to arrive early to be sufficiently prepared for the learning experience, especially during clinical rotations. Tardiness is considered an absence. An absence is defined as failing to attend part or all of a scheduled activity (e.g., arriving late to class, returning late after a break, taking an unscheduled break, leaving early, failing to show up).

General Attendance Guidelines

1. For planned situations, the student is expected to discuss for the requested absence with the instructor as soon as possible, but not later than 48 hours prior to the start of the time of the requested absence.

1. For unplanned situations, the student is expected to notify the instructor as soon as possible. Having a classmate inform the instructor in lieu of notifying the instructor directly is unacceptable.
2. The instructor of record retains the right to determine if any absence (planned or unplanned) is excused or unexcused.
3. For online or online hybrid classes, attendance is defined as logging into the course in Canvas and completing the required activities according to the outlined schedule.
4. Failure to adhere to the Attendance Policy, failure to provide timely notification, and a pattern of absences may result in absences being counted as unexcused and/or the behavior being addressed with a Professional Development Plan.
5. Failure to comply with the outlined Professional Development Plan will result in a Student Conduct Violation and will be reported as outlined in the SJC Student Handbook.

Instructor Response Times & Regular Interaction Expectations

Please feel free to contact me through Canvas email, phone, or visit me on-campus. I will make every effort to get back to you within 48 hours except weekends and holidays. Grades will be released to students upon successful completion and grading of all exams.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Course schedule to be added...

Program Handbook

Please see Canvas PTA Program Handbook

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For password reset and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical

testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.