



Levelland Campus

Course Syllabus

COURSE: PTHA 2339 Professional Issues (3:3:0)
 SEMESTER: Spring 2024
 CLASS DAYS: Online [Exceptions noted on Course Schedule]
 CLASS TIMES: Online [Exceptions noted on Course Schedule]
 FACEBOOK: <https://www.facebook.com/South-Plains-College-PTA-270314052992426/?ref=bookmarks>

Name	Phone Numbers	Email	Office	Office Hours
Jackie Underwood	806.716.2470	junderwood@southplainscollege.edu	AH 103B	As Posted or ZOOM

“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.

COURSE DESCRIPTION

This course includes a detailed study of the knowledge and skills necessary to reach competence in introduction of advance practice.

PREREQUISITES: General education courses, PTHA 1301, 1405, 1413, 2409, 1321, 2435, 1431, 1191, nd 2260

Corequisites: PTHA 2461 and 2462

STUDENT LEARNING OUTCOMES

<p>Upon successful completion of the course, following a given plan of care and under the supervision of the PT, the student will be able to:</p>
<ol style="list-style-type: none"> 1. Organize professional portfolio to gather data for best practices. <ol style="list-style-type: none"> a. Categorize diagnosis related information from clinical rotations. b. Categorize treatment options from clinical rotations. c. Categorize treatment outcomes from clinical rotations. d. Relate observed treatment outcomes to best practices listed in the Guide to Physical Therapy Practice. e. Present findings to fellow students.
<ol style="list-style-type: none"> 2. Describe formal and informal leadership within organization <ol style="list-style-type: none"> a. Describe informal and formal methods of communication in an organization. b. Describe the effect an organization’s culture and group dynamics on physical therapy care. c. Develop and actively participate in mentoring relationship.
<ol style="list-style-type: none"> 3. Present professional in-service. <ol style="list-style-type: none"> a. Identify a topic relevant to clinical site. b. Design a presentation with handout appropriate for audience. c. Evaluate the effectiveness of the presentation.
<ol style="list-style-type: none"> 4. Recognize types of inappropriate behaviors such as abuse, neglect, and harassment.

<ul style="list-style-type: none"> a. Define types of abuse or neglect such as physical, emotional, substance, and sexual. b. Differentiate between risk factors, common symptoms, and reporting processes. c. Evaluate strategies to avoid sexual harassment.
<p>5. Summarize quality assurance related to physical therapy care.</p> <ul style="list-style-type: none"> a. Define productivity in terms of patient-related and non-patient related activities. b. Identify external review organizations that provide quality assurance. c. Describe the implications of poor resource management.
<p>6. Recognize organizational structure related to physical therapy care.</p> <ul style="list-style-type: none"> a. Describe the role and relationship of all employees on an organizational chart. b. Describe informal and formal methods of communication in an organization. c. Describe the effect an organization's culture and group dynamics on physical therapy care.
<p>7. Explain finances related to physical therapy care.</p> <ul style="list-style-type: none"> a. Describe the components of a budget for a physical therapy facility. b. Describe methods of payment for physical therapy services. c. Describe various coding systems. d. Relate an intervention to a billable code. e. Identify health care policies affecting patient care in various practice settings. f. Describe the intrinsic rewards of providing pro bono services.
<p>8. Comprehend the requirement for licensure as a PTA.</p> <ul style="list-style-type: none"> a. Identify any license requirements and state regulations for physical therapy for the state where the student plans to seek employment as a PTA.
<p>9. Develop a career plan.</p> <ul style="list-style-type: none"> b. Write a cover letter and resume. c. Perform a mock interview identifying personal strengths and weaknesses. d. Develop a 5-year career plan identifying areas of continuing education and professional development such as becoming a clinical instructor. e. Identify community organizations, agencies, and advocacy groups that offer volunteer opportunities. f. Formulate strategies to prepare for licensure exam.
<p>10. Apply generic abilities related to course content. (<i>Generic Abilities adapted from the Physical Therapy Program, University of Wisconsin-Madison, May et al. Journal of Physical Therapy Education, 9:1, Spring, 1995.</i>)</p> <ul style="list-style-type: none"> a. <i>Commitment to Learning</i> – Demonstrate the ability to self-assess, self-correct, and self-direct. Identify needs and sources of learning. Seek new knowledge and understanding. b. <i>Interpersonal Skills</i> – 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. c. <i>Communication Skills</i> – Demonstrate the ability to communicate effectively (i.e., speaking, body language, reading, writing, and listening) for a varied audiences and purposes. d. <i>Effective Use of Time</i> – Demonstrate the ability to obtain maximum benefit from a minimum investment of time and resources. e. <i>Use of Constructive Feedback</i> – Demonstrate the ability to identify sources and seek out feedback and to effectively use and provide feedback for improving personal interaction. f. <i>Problem-Solving</i> – Demonstrate the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes. g. <i>Professionalism</i> – Demonstrate the ability to exhibit appropriate professional conduct and to represent the profession effectively. h. <i>Responsibility</i> – Demonstrate the ability to fulfill commitments and to be accountable for actions and outcomes. i. <i>Critical Thinking</i> – Demonstrate the ability to question logically; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.

- j. *Stress Management* – Demonstrate the ability to identify sources of stress and to develop effective coping behaviors.
- k. Describe basic concepts related to the *APTA Guide to Physical Therapist Practice*.
- l. Identify the parameters of the scope of practice of the PTA related to course content.

OUTCOME ASSESSMENT METHODS

ASSESSMENTS

Projects and assignments as assigned.

GRADING FORMULA

Online Advantage	10%
PEAT	10%
Professionalism	20%
Assignment Total	20%
Case Study Total	20%
Discussion Total	20%
	100%

Percentage Score	Grade
90-100	A
80-89	B
75-79	C
0-74	F

Grading Policy

Students who fall below 75% passing requirements will not be allowed to continue in the PTA program.

- **BELOW 77% at midterm of the semester will result in the development of a learning contract and the student being responsible for meeting established goals**
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ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work may be accepted, but with grade deduction per day up to 3 days and a grade of zero will be recorded at that time. Assignments missed due to an unexcused absence will be made up only with advanced notification of illness or emergency situation. Assignments are due by the assigned dates and times in Central Standard Time (CST) on the course schedule. Students should contact faculty prior to the due date and time if they anticipate material will be late. Please note contacting faculty will not guarantee the receipt of an extension for the assignment. Please allow enough time for preparation and submission of each assignment prior to the scheduled due date to avoid issues with technology. Failure to complete any assignment by the due date will result in professional point deductions on final grade. Assignments must be uploaded to BlackBoard as a Word Doc or PDF [not hand written] and labeled with assignment title and student name.

ASSESSMENT USED BUT NOT LIMITED TO:

1. Assignments
2. Discussion Boards
3. Practice Exams

The exam policy includes the following:

- All summative assessments [PEAT] will be proctored by SPC faculty/Staff
- Personal belongings are not allowed in the lab during testing.
- Pencils and scratch paper will be issued to students prior to the exam. These items must be returned prior to the exiting testing area.
- Cell phones and/or smart watches are not allowed in the lab during testing.
- Students must adhere to lab rules.

- Hats or hoodies may not be worn.
- Talking will not be permitted; questions will be answered by an instructor.
- Any action interpreted as cheating by facilitating instructor may result in immediate removal from testing lab, a zero recorded for the test grade and possible removal from SPC PTA program.

SPC CAMPUS STATEMENTS

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title V Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>

STUDENT CONDUCT

Academic Integrity

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

- **Cheating** - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.
- **Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.
- Complete honesty is required throughout all aspects of coursework, including quizzes, final examinations, and any assignment/work used to assess knowledge and skill. Any assessment receiving a score of 0 or F due to cheating may result in the student being dropped from the course.

Class/Lab Attendance Policy

Students are expected to participate in weekly online requirements and attend all scheduled face to face classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

- When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.
- Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.
- It is the student's responsibility to verify administrative drops for excessive absences through Texan Connect using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance

- Absence-
 - If student misses more than 30 minutes of scheduled class time the student will be counted absences.
 - Excessive Absences – >3 with counseling after 2nd absences
- Tardy-
 - any time after class starts or returns from break. Notification prior to official class time will be considered on an individual basis.
 - 2 tardy = 1 absence
- Any absence from class should be reported to the instructor in advance whenever possible, or as soon as possible after the absence. This allows instructors to provide necessary support and address any missed coursework.

CLINICAL SKILLS

- **You may not apply clinical skills you are learning to the general public because you are a student PTA and are learning physical therapy techniques.**
- **You will be practicing these skills on each other when you are in lab under the instructor's supervision.**

- **If you are presently working in a clinic as a tech, you cannot practice these skills on patients.**
- **Once you have passed the class, you still cannot practice the acquired skills in a clinic except during official clinical experiences.**
- **You will only be permitted to apply these skills to the general public under a clinical instructor's supervision once you begin your clinical experiences.**

Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the PTA curriculum, or licensure.

COMMUNICATION

Electronic communication between the instructor and students in this course will utilize the South Plains College "My SPC" and email systems. Text messaging may also be used for communication. The instructor will not initiate communication using private email accounts. Students are encouraged to check their SPC email on a regular basis, ideally daily, and respond to emails and text messages promptly, within 24 hours. Students will have access to assignments, web links, handouts, and other vital course material delivered via BlackBoard and other electronic means.

- If any student encounters difficulties accessing the BlackBoard or their email, they should promptly contact the instructor for guidance. The instructor is committed to working with students to ensure they have access to the necessary class content located on the course website and other electronic platforms.
- This policy aims to facilitate effective and efficient communication between the instructor and students, promoting a seamless learning experience.
- If experiencing technical issues, the student can contact the Help Desk by calling 806-716-2600

EMAIL

Students are required to use their official South Plains College (SPC) email addresses for all college-related communications. Official SPC email addresses are provided to each student upon enrollment and are the primary means of communication between students, faculty, and the college.

- **Email Etiquette:**
 - Students are expected to maintain a professional and respectful tone in all email communications with faculty, staff, and fellow students. Offensive, disrespectful, or inappropriate language in emails is strictly prohibited.
- **Email Security:**
 - Students should take steps to protect their email accounts. This includes using strong, unique passwords and not sharing email login credentials. If students suspect their email accounts have been compromised, they should report it immediately to the college's IT department.
- **Check Email Regularly:**
 - Students are encouraged to check their official SPC email accounts regularly. Important announcements, updates, and notices from instructors, administrative departments, and the college as a whole are communicated through these accounts.
- **SPC Alerts:**
 - Students are automatically enrolled in SPC Alerts, which is an emergency notification system. Students are encouraged to ensure their contact information is up to date in SPC Alerts to receive important safety and emergency notifications.
- **Email Support:**
 - If students encounter technical issues with their SPC email accounts or need assistance with email-related concerns, they should contact the college's IT support services for assistance. A social media policy for health sciences students should help students understand the responsible and professional use of social media platforms, especially given the sensitive nature of healthcare and patient information. Here is a sample social media policy for health sciences students:

SOCIAL MEDIA

The PTA program has a Facebook page at <https://www.facebook.com/South-Plains-College-PTA-270314052992426/?ref=bookmarks> In addition to the South Plains College website; this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the South Plains College PTA Facebook page is not mandatory, nor are personal Facebook accounts, to access this page.

- Clinical site and patient information should not be shared on any social media platform. Sharing this information can lead to dismissal from the PTA program.

CELL PHONE/SMART WATCHES

- Cellphones must be put away and turned **OFF** or put on **silent** during scheduled class/lab periods unless prior approval has been given by the instructor. Cell phones are to be used **outside** of the classroom while class is in session. This includes text messaging and internet browsing.
- Students will be dismissed from class/lab and sent home if a phone continuously rings/vibrates or if the student is discovered texting or browsing the internet. If dismissed from class, the student will receive an **absence** for the day.
- **EMERGENCY MESSAGES:** In the event of an emergency during normal class schedule, the student should notify their family to call the Nursing Office at (806) 716-2391 or (806) 716-2193. Class will not be interrupted unless it is an emergency, so the family members must identify themselves and state that it is an emergency to get immediate action.

- For emergencies during clinical rotations, the student should notify their family to call and leave a message or text (identifying who they are and who they need to get in touch with for an emergency) to the number or numbers provided in the clinical course syllabus and/or on the clinical course schedule.

Patient Confidentiality:

- Students must uphold the highest standards of patient confidentiality. Do not discuss specific patients, cases, or share any patient-related information on social media platforms, even if patient names or identifiers are not disclosed. Be cautious about sharing any content that might indirectly reveal patient information, such as photos or stories taken in clinical settings.

RESOURCES

TexBook Program:

- This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for this course.
- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The charge for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) eBook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download 100% of the book for offline access.
- Help with TexBook issues and support: check with your professor or visit: <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- Opting out of TexBook: Participating in TexBook is not mandatory, and you can choose to opt out. However, by opting out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook fee will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.
- *Please consult with your professor before deciding to opt-out. If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to: eshaffer@texasbook.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:
- Email: eshaffer@texasbook.com / Phone: 806-716-2397: Store Manager
- Email: pwells@texasbook.com / Phone: 806-716-2097: Text Coordinator

Text Book

Score Builders PTA Exam

COURSE SUPPLIES

- CPR Certification- ****The CPR Certification must be from AHA and valid through May 2025.**
- Minimum of 1 Program Polo, slacks and close toed shoes
- Technology and access to internet

PTHA 2339 Professional Issues Assignment Calendar

Please Check Your BlackBoard Course at a **minimum 3 times a week** for announcements and discussion board post. I will use the number of times you access the course as your attendance for the course. Your Text for this course will be:

PTA Exam; Giles; ISBN 978-1-890989-41-5

Assignments	Due Date
Weekly Discussion Board and CI Updates <u>These are mandatory for all students.</u> [These will be directly related to attendance and professional grade]	Weekly due on Sunday by 11:59
Mentoring Assignment- This will be a semester long assignment	Completed May 10, 2024
Professional Issue 1	1/21/2024 11:59 PM
5 Year Plan and Mission Statement	1/28/2024 11:59 PM
Job Search	2/11/ 2024 11:59 PM
Cover Letter and Resume	2/18/2024 11:59 PM
Case Study	3/5/2024 11:59 PM
On Campus for Case Study Presentations [Mandatory Attendance]	March 4 & 6 [9-12]
Score Builders On Campus Exam Prep Course [Mandatory Attendance]	March 7 & 8 [8-5]
Score Builders Exam 1	3/6/2024 11:59 PM Wed.
Written Study Plan [Specific days and times required]	3/10/2024 11:59 PM
QA Assignment	3/24/2024 11:59 PM
DC Assignment	4/7/2024 11:59 PM
Online Advantage Exam 1	4/21/2024 11:59 PM
Professional In-service [Can be from Either Clinical 2 or 3]	5/3/2024 11:59 PM
Journal Entries due	5/3/2024 11:59 PM
On Campus to take PEAT Exam 1 [Mandatory Attendance]	5/8/2024 9:00 AM

You are expected to log on and participate in Discussion Board Forums weekly and each discussion will be graded and also included in your participation grade. Discussion expectations include your individual response to the topic and at minimum response to 2 different classmates. Post need to be meaningful, thoughtful, and add to the class, I will not accept cookbook response, simple “I agree”, ditto...as qualifying answers.