



PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK

2026 - 2027

ZANE STATE COLLEGE
ZSC



PHYSICAL THERAPIST ASSISTANT STUDENT HANDBOOK
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ZANE STATE COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM

MISSION STATEMENT

"Empowering people through education" by providing students with a rigorous, CAPTE-accredited education that prepares them to become competent, ethical, entry-level physical therapist assistants. Through high-quality instruction, experiential learning, and a curriculum responsive to community healthcare needs, the program empowers graduates to positively impact the lives of patients while contributing to the regional healthcare workforce.

PROGRAM PHILOSOPHY

The Physical Therapist Assistant program provides an academic curriculum that integrates preparatory and complementary coursework with professional content. Students are active participants in the learning process and are recognized as individuals with inherent value and contributions to society. The program promotes respectful engagement, collaboration, and the exchange of ideas among students and faculty.

Faculty serve as educators, facilitators, role models, and mentors who support student learning using current, evidence-based instructional methods. Faculty expertise and professional experience guide students in developing an understanding of the roles and responsibilities of the physical therapist assistant.

Graduates of the program are prepared to function as competent entry-level physical therapist assistants in a variety of health care settings. They are expected to practice within the ethical and legal standards of the profession and to work under the supervision of a licensed physical therapist.

The curriculum is based on the body of knowledge in physical therapy, societal health care needs, CAPTE accreditation standards, and the social, political, technological, and economic factors influencing health care delivery. Students are expected to engage in ongoing personal and professional development to maintain competence and support the delivery of quality patient care.

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PROGRAM GOALS AND OUTCOMES

Goal 1 - Students and graduates will utilize critical thinking in clinical decision making.

- 1.1 Students will clinically recognize the need for and ability to pursue treatment modification.
- 1.2 Students will demonstrate the ability to integrate and apply anatomy and physiology, kinesiology, patient assessment, and patient treatment strategies to patient case scenarios.
- 1.3 Graduates will demonstrate the ability to think critically in a clinical setting.
- 1.4 Students will demonstrate the ability to critically analyze treatment interventions and explain how they address individualized patient needs and established goals.

Goal 2 - Students and graduates will competently apply physical therapy interventions as directed by the physical therapist.

- 2.1 Students will demonstrate competence in data collection, initiation of treatment, and treatment progression.
- 2.2 Students will perform data collection and PT intervention in a technically competent manner in the clinical setting.
- 2.3 Employers will rate graduates as good or excellent in the patient treatment areas of physical agents and modalities as well as exercise program initiation and progression.

Goal 3 - Students and graduates will demonstrate effective communication skills.

- 3.1 Students will demonstrate effective written, verbal and non-verbal communication within the classroom.
- 3.2 Students will demonstrate effective clinical communication skills.
- 3.3 Employers will rate graduates as good or higher in the area of communication.

Goal 4 - Students and graduates will demonstrate professional behavior.

- 4.1 Students will conduct themselves in a responsible manner and demonstrate respect in all interactions.
Students will behave professionally in the classroom and lab.
- 4.2 Students will adhere to professional legal and ethical standards as set forth by the APTA Code of Ethics and Ohio state practice acts (Ohio Revised Code/Ohio Administrative Code).
- 4.3 Students will be an advocate for the community and profession.
- 4.4 Graduates will demonstrate professionalism in clinical practice.

Goal 5 – The Program will meet or exceed CAPTE minimum expectations in the areas of graduation rate, licensure pass rate and employment rate, provide varied learning environments to meet student educational needs, and employ faculty that serve as positive role models and display professional behaviors as a measure of Program effectiveness.

- 5.1 Graduation rate will remain at or above 60% for a 2-year average.
- 5.2 NPTE pass rate will remain at or above 85% for a 2-year average.
- 5.3 Employment rates, for those seeking employment in the field, will remain at or above 90% for a 2-year average.
- 5.4 The program learning environments are varied and are designed to meet the educational needs of the students.
- 5.5 The program faculty serve as positive role models and provide an environment that emphasizes individual commitment to continued professional growth, development and life-long learning.
- 5.6 Professional attitudes and a commitment to serve both the community and profession are stressed through participation in local, state and National associations; and in other community related events.

INTRODUCTION

Welcome to the Physical Therapist Assistant (PTA) program and the field of physical therapy. You have chosen to become a member of a challenging and rewarding health care profession. Employment opportunities for PTAs can be found in hospitals, rehabilitation centers, nursing facilities, home health, outpatient and sports clinics, and schools. Therapists and assistants may work with persons of all ages with a variety of special needs, including physical disabilities, developmental delays, and limitations imposed by the aging process. The PTA works under the supervision and direction of the licensed physical therapist to assist him/her in assessing patient/client needs, implementing a treatment plan and communicating progress toward established treatment goals. PTAs also support the delivery and coordination of physical therapy services within a variety of health care settings.

This handbook serves as a guide for students entering the Physical Therapist Assistant program. It provides information regarding admission requirements, program structure, clinical education expectations, personal appearance, professional behavior, academic standards, and other relevant policies and procedures.

ESSENTIAL FUNCTIONS

Students in the Physical Therapist Assistant program must be able to perform, with or without reasonable accommodations, each of the required Essential Functions in order to effectively participate in our program and successfully fulfill the requirements of the curriculum. Please see pages 21-23 for detail on expected essential functional abilities.

ACADEMIC EXPECTATIONS

Attendance and Absence Policies

Consistent attendance is an essential responsibility for all PTA students. Students are expected to attend and participate in all scheduled classes, laboratory sessions, clinical experiences, and other required program activities. Attendance requirements and the consequences of absences or tardiness will be applied consistently in accordance with the course syllabus and PTA Program policies.

Absences

Students who are unable to attend a scheduled class or program activity must notify the course instructor using their college-issued email account or the designated college phone number as soon as possible and, when feasible, before the scheduled start time. Messages to classmates do not constitute official notification of an absence.

An absence may be considered excused only when it meets criteria established by the college or PTA Program, such as documented illness or injury, a family emergency, jury duty, military obligation, or another circumstance specifically recognized by institutional

policy. Students may be required to provide appropriate documentation when requested. Personal travel, vacations, and other leisure activities are not considered excused absences and should not be scheduled during required academic or clinical activities.

Regardless of whether an absence is excused, the student is responsible for obtaining and completing all missed course material, assignments, announcements, and other required work. Students must review the course syllabus and communicate with the instructor regarding any required make-up work before the next scheduled class meeting, unless otherwise directed by the instructor.

A pattern of excessive absences may result in academic consequences, including loss of course points, failure to meet course or clinical requirements, or other consequences identified in the course syllabus. For purposes of this policy, excessive absences mean absences that exceed the attendance requirements established in the applicable course syllabus or PTA Program policy. Any attendance-related academic consequence will be applied according to the stated course or program requirements rather than on an ad hoc basis.

Tardiness

Students are expected to arrive on time and be prepared to participate at the scheduled start of each class, laboratory session, clinical experience, or other required activity. Tardiness is defined as arriving after the scheduled start time. A pattern of tardiness or tardiness that results in missed required content or activities may result in academic consequences as specified in the course syllabus.

If a student anticipates being late, the student must notify the instructor using their college-issued email account or the designated college phone number as soon as possible. Text messages or notifications communicated through classmates do not constitute official notification.

Attendance, absence, and tardiness concerns should first be addressed with the course instructor. If a student believes an attendance decision or resulting consequence was applied inconsistently with the stated course or program requirements, the student should raise the concern with the instructor and, if unresolved, follow the established escalation process to the PTA Program Director, Dean, Chief Academic Officer (CAO), or another designated administrator, as applicable.

Missed Assignments, Tests, and Presentations

If a student misses a class where he or she is to present, an assignment is due, or when a test/quiz is scheduled, the student needs to make immediate contact with the instructor regarding the possibility to make up the test/quiz or reschedule the presentation. Except in extreme cases (critical health emergencies, rare illnesses, bizarre road and transit blockades, legal and law enforcement cases, and death of family member), arrangements to make up a test must be made before the next class meeting. Failure to do so will result in no credit for the exam. If a presentation is one that can be rescheduled, this should be done during the next available class meeting. If

the presentation cannot be made up due to class scheduling, the student must make specific arrangements with the instructor. Unfortunately, due to the numbers of students and scheduling of classes, absence may limit the student from obtaining full credit for missed presentations. When possible, it is always best to plan ahead for an absence and submit assignments or arrange to take exams/quizzes early.

Late Assignment Policies

Assignments must be submitted by the established due date. Acceptance of late assignments is at the discretion of the instructor and will be based on the reason for the delay. The instructor will determine whether a late submission is eligible for full or partial credit and will establish a deadline for completion, if permitted. The assignment then must be handed in by the new deadline; otherwise, the assignment will not be accepted for credit. If for some reason you are absent on the day an assignment is due, you are expected to make an effort to have your work delivered to the instructor either in hard copy or electronically. **In order to assure competency, it is necessary for students to complete every assignment required for each PTA course, even if reduced credit or no credit is awarded for the work. If you fail to turn in an assignment in any PTHA course, you will be assigned an incomplete**

(I) grade until all work has been submitted. This is true even if you earn enough points to pass with a 75% without the assignment(s).

Assignment Guidelines

These guidelines must be followed for all written assignments:

1. Work must be word processed and printed on a high-quality printer, unless otherwise stated by the instructor. Handwritten work may not be accepted or be subject to a points reduction.
2. All written work must be titled with the name of the course, assignment and date. Your name must be easily visible.
3. Spelling, punctuation, and grammatical errors will be monitored closely. Instructors will make note of needed corrections and points will be deducted from final scores if there are a significant number of these errors.

Knowledge and completion of assignments is your responsibility! It is recommended that you regularly check your syllabus for due dates as well as your Zane State College email account and Blackboard for updates on assignments and/or grades. If you are unsure about any assignment, it is up to you to request clarification. Please plan to check your Zane State email daily.

Course grades are determined on the basis of points earned for individual assignments and tests. The student needs to take responsibility for keeping track of points/grades during the course; any questions should be immediately referred to the course instructor. If the student feels he or she may not attain a satisfactory grade in the course, the student is encouraged to promptly schedule a meeting with the instructor.

Problem Resolution

Regarding problem resolution, PTA students are expected to communicate regularly with the instructor regarding concerns or difficulties experienced in any course. Concerns must be communicated in a professional manner. If the same concern is voiced by multiple students, it will be addressed with the class as a whole. Individual issues or problems will be discussed privately with the students involved. Basic guidelines and limits are established and followed to assure program quality and equity for all PTA students. Please refer to the Student Code of Conduct section of the ZSC Student Handbook for information on prohibited conduct, due process and disciplinary sanctions. Concerns should be addressed through a clearly defined process that identifies the appropriate next step and responsible party. Faculty should first raise concerns with the program director, who will review and work toward resolution. If the concern remains unresolved or requires additional administrative review, it should be escalated to the dean and, as appropriate, the Chief Academic Officer (CAO) or another designated administrator. This process ensures that concerns are acknowledged, addressed at the appropriate level, and escalated when necessary.

Lab Guidelines

PTA lab sessions are generally very active and involve students doing a variety of activities. It is important that all students be attentive to the activities that are done and the process needed for labs. Because many of the labs involve activity and use of space, it is important that all students strictly adhere to procedures for using equipment and supplies, cleaning up and maintaining the lab.

When laboratory sessions have ended all students are to immediately begin putting away supplies and cleaning up their own work area. Students are expected to remain in the laboratory until the instructor verifies that clean-up has been completed satisfactorily.

During laboratory sessions students should make sure that they are aware of where all supplies and equipment belong so that they are able to put these supplies away. Students must also make sure that they are aware of how to use equipment and supplies properly before doing so. Students will utilize their time effectively based on the assignments and input given by the instructor.

The above guidelines must be strictly adhered to in all PTHA courses. Any questions or concerns related to lab guidelines must be brought to the immediate attention of the instructor or program director.

Students are expected to dress appropriately for each lab session and to present acceptable personal hygiene as determined by the instructor. Refer to the Personal Appearance section.

Class Guidelines

A short break will be given during classes exceeding 90 min. If a student needs to leave class at any other time, the instructor should be informed of this prior to the class. Snacks and beverages are not permitted without prior approval during lab time, although food/drinks may be consumed during breaks and lecture time. Note that Zane State College is a tobacco and smoke/vape free campus thus, breaks cannot be utilized for use of nicotine products.

In most instances, PTHA classes are designed specifically and exclusively for PTA students. The classroom environment is structured for adult learners and for specific needs of the PTA students. Therefore, students are discouraged from inviting guests or bringing children or family members to class. If special circumstances arise where a student feels it would be beneficial for a guest to attend class or an emergency situation arises in which childcare is unavailable, students are expected to contact the instructor prior to class to make arrangements for themselves, guests, or children.

EXPECTATIONS FOR STUDENT PERFORMANCE

The PTA program consists of a minimum of four semesters of academic course work and clinical experience, following admission.

The second year PTHA courses and clinical experiences in particular, are very time consuming. All students, whether full or part time, should plan to spend progressively more time in classes, labs and clinical rotations as they go through the program. By the second year, the student is involved in these activities 40 hours per week. PTA students should allow plenty of study/project completion time throughout the program. The academic and clinical experience portions of the program are rigorous and require significant time commitment from the student.

Students in the PTA program are expected to maintain a GPA of at least 2.0 and to obtain grades of "C" or higher in all PTHA prefix and all basic and general education courses on the official required course of study (see minimum grade requirements section). Students are expected to be active and responsible in the learning process and in meeting program requirements.

Throughout the PTA program, students will be involved in simulated and actual clinical activities typical to the PT profession. Students will be participating in these activities themselves as they learn to apply them to therapeutic situations. Activities completed will require the student to use both physical and cognitive skills, as well as professional behavior.

Physical skills used may include some amount of gross motor strength, mobility and stamina (such as that used to transfer a patient). Problem solving, judgment and organization skills will be needed as the student learns to apply theoretical concepts to treatment activities and as the student begins to take on supervised clinical roles. Students will need to be prepared to safely and effectively work with persons, who due to the nature of their disabilities, may be acutely ill (mentally and/or physically), may display inappropriate behaviors, or may lack certain physical and cognitive skills. The student is expected to maintain professional therapeutic relationships and behavior (such as being dependable, observing confidentiality, being empathetic, etc.) in both simulated and actual clinical situations.

The PTA program does not discriminate on the basis of race, ethnicity, gender, age, sexual orientation or disability. All students admitted to the program will be offered the opportunity and encouraged to alert faculty to any limitations which might impact upon completion of the program. Any student who identifies or displays limitations with any of the above-mentioned skills, should work with PTA faculty to determine realistic and acceptable accommodations or ways to compensate, so that the student can have potential for success in the program.

Accommodations used in the program will be structured to be consistent with situations the student could expect in the clinical work environment.

During the clinical experience portion of the program students are expected to provide their own transportation to and from clinical facilities. Due to the number of clinical sites needed and the requirements for clinical experiences, facilities providing clinical experience for this program cover a wide geographic area. Although attempts are made to minimize driving distances, all students do have to do a significant amount of driving for clinical rotations. Students should plan on having up to a 90-minute commute to clinical sites (from either the college or home). (See clinical experience section.)

MINIMUM GRADE REQUIREMENTS

Students in the Physical Therapist Assistant Program are required to maintain grades of "C" or above in all courses included on the PTA Program Course of Study. If a student receives a "D" or lower in any required program course, he/she will need to immediately meet with the PTA Program Director in order to withdraw from the current cohort and discontinue progression in the PTA program. The decision to allow a student to return/continue in the PTA Program rests with the program director upon consultation with other PTA faculty and the division dean. A student may only return to the program one time since the elapsed time mandated by the sequence of courses may prevent a student from remaining current in their knowledge and skills. The option to return to the program will be considered for a student who is unsuccessful in only one course. A grade of "D" or lower in more than one PTHA course will, in most instances, be cause for removal from the program. The grading scale for each PTHA course is 92-100% = A; 84-91% = B; 75-83% = C; 67-74% = D; below 67% = F.

Should a student fail to meet the above minimum grade requirements in any PTHA course, a written request to return to the program the following year must be made to the program director prior to March 1st of the following year.

ACADEMIC HONESTY

Students are expected to be honest and independent with regard to all assignments and assessments. Cheating of any kind will not be tolerated. If this should occur, the course instructor will automatically pursue action outlined in the Zane State College Student Handbook. Although it may be appropriate for students to work together on some assignments and projects, students must be particularly careful that all completed work is their own (see Academic Honesty Policy).

CELL PHONE/MOBILE ELECTRONIC DEVICES

As indicated in the College Handbook, cell phones and other messaging devices must be turned off or silenced and placed out of sight in your bag during all Zane State College courses and academic functions unless specifically allowed by an instructor. Smart watches are not permitted to be worn during quizzes and exams and must be set to “Do Not Disturb” during class. Individual clinical facilities may have different policies and procedures. If devices are to be used during a clinical experience, it is imperative that there be no compromise of patient safety, confidentiality or comfort. The professional appearance on the part of the student should always be maintained.

EVALUATION OF STUDENT PERFORMANCE

Student performance is evaluated in PTHA courses through the following: written quizzes and examinations; projects and presentations; classroom exercises; lab practical evaluations, competency skills checks and clinical performance. Several evaluation methods are used. These methods assist students in demonstrating strengths and allow faculty to provide feedback on areas needing improvement. Evaluation methods for each course are determined by the course content and objectives. PTA faculty schedule evaluations throughout the semester so that daily/weekly learning is reinforced but such that the students can reasonably manage the work. If the faculty have concerns about students' academic achievement based on completed evaluations, the instructor will notify the student as soon as possible. Faculty will offer appropriate guidance or assistance. Students with concerns about their academic performance are encouraged to schedule a meeting with the instructor to develop a plan for the remainder of the academic term.

Each semester's PTHA courses are prerequisite for the following semester's PTHA course work. If a student is unable to successfully complete all PTHA courses in a given semester, the student may not continue with further PTHA courses until successful completion of previous course. An exception may occur if the student needs to take an incomplete grade for a course; if this occurs, the student may possibly begin the next semester of PTHA coursework but will be required to complete the needed previous course work early in the semester. Students who are unable to successfully complete PTHA course work are generally advised to pursue alternate programs of study; in some circumstances, students may be given the option to repeat a PTHA course.

If a student does plan to repeat a PTHA course, the student cannot continue other PTHA course work until the needed course is successfully completed the following year. In some instances, clinical experience assignments may be delayed as well as the completion of the program curriculum.

LAB PRACTICAL POLICY

In order to ensure that students are competent and safe when treating patients in the clinical setting, it is imperative that they be able to demonstrate an appropriate level of skill in the laboratory setting. In PTHA courses with lab practical components, satisfactory performance is achieved by earning at least 75% on all lab practical exams. Note that a student failing to demonstrate required critical safety elements may not earn a passing grade regardless of points earned.

Students who perform below the minimum requirement of 75% on the first lab practical attempt will automatically be scheduled for remediation and a retake (2nd attempt) involving a different scenario/question. The 2nd attempt will be scheduled and completed using a PTHA classmate as the patient. Prior to the 2nd attempt the student must document and show proof of time of deliberate practice and rehearsal of skills for at least two hours, in addition to the remediation completed with instructor. The primary instructor will grade the second attempt.

If the student does not earn a passing grade of at least 75% on the second attempt, the student may request the option of a 3rd attempt. A 3rd attempt will be scheduled and completed with either a PTA Program faculty member or another licensed PT or PTA as the patient. Both licensed physical therapy professionals will discuss the performance and decide whether the student successfully passed the assessment with a 75% or higher. The 3rd attempt at a lab practical is available only once per course.

If the student has exhausted their opportunity for a 3rd attempt on a previous lab practical in the same course, then the second attempt will require two faculty members/licensed physical therapy professionals present. In essence the 3rd attempt procedure will be exercised for the 2nd attempt.

PERSONAL APPEARANCE

A specific dress code is not needed for most classroom activities at the College. Clothing worn during lab experiences does need to be appropriate to the activities performed. Please note that overly casual or revealing clothing is not acceptable in any instance. Clothing must not display offensive language. Since students will be role playing and working in close contact with each other during class and lab appropriate grooming and hygiene are expected and required as these will be in the group's best interest and will establish habits necessary for clinical practice in the future. During clinical experiences, students will be required to follow the general dress code of the assigned facility. In most cases this will consist of business casual attire. Some clinical settings do allow scrubs. Students must wear closed toe, non-slip shoes.

Overly casual, loose, tight fitting, revealing, mismatched, torn or stained clothing are not acceptable. In addition to the appropriate dress, care must be taken to make sure that hair is clean, of a natural color and styled, mustaches and beards are trimmed, fingernails are clean and trimmed.

Jewelry must be kept to a minimum. Allowance of piercings and covering of tattoos will follow individual clinic policy. Students are reminded they must not only look, but smell like a professional. Be mindful of strong colognes, smoke, perspiration, etc. Name tags, obtained through the College, must be worn unless the student is directed otherwise.

Please note that if a student's appearance, personal hygiene, and/or any other reason prevents clinical placement, they will be dismissed from the program following two attempts for a confirmed clinical placement by the Director of Clinical Education (DCE).

CLINICAL EXPERIENCE

During the Physical Therapist Assistant program, each student will be required to participate in three clinical rotations which span over two semesters. The first clinical experience will be completed during the fall semester of the second year and will require 24 contact hours per week spent in a facility providing physical therapy services.

Students will observe and work directly with a qualified physical therapist or physical therapist assistant. Prior to the first clinical experience all PTA students will be required to produce documentation of certification in CPR and first aid. This certification may be acquired through the College or through the local chapter of the American Red Cross or the American Heart Association. Students will also be required to obtain a background check prior to the first clinical experience. Students should have the report sent to themselves and provide the results to their clinical facility upon request.

The second and third experiences, which are completed during the spring semester of the second year, will require the student to be in the clinic 32 contact hours per week. These two clinical experiences will occur sequentially during the first and second spring terms. These clinical rotations will provide in-depth experiences in physical therapy services. All students will be working under the direct supervision of a licensed physical therapist or physical therapist assistant in a facility providing physical therapy services. Please note that a classroom experience/seminar is associated with all practicums.

As will be noted below under "Transportation," some students will be placed in facilities for clinicals which are outside of the Zanesville area; these may include such communities as Canton, Coshocton, Cambridge, Columbus, Newark, Lancaster or Marietta. Regardless of the location, driving time should be within 90 minutes from the College or the student's home to the facility, unless the student has opted for an alternate location.

During the semester before a clinical experience is scheduled, The DCE will initiate the procedures for placement of students. These procedures may involve student requests; however, every effort is made on the part of the DCE to assign students to facilities commensurate with the individual student's capabilities and needs. Attendance is expected during all scheduled clinic days. It is the responsibility of the student to be on time and prepared for the clinical practice setting. It is the responsibility of the student to

notify both the clinical instructor and the academic instructor if he or she is unable to attend as scheduled. Program guidelines require students to notify instructors either by telephone, voice, or electronic mail at least one hour before their scheduled start time. A Clinical Education Handbook is available on-line for all facilities and is available to students by clicking the Clinical Handbook link available in the following page: <https://www.zanestate.edu/programs/physical-therapist-assistant>. All costs and expenses associated with the clinical experiences are the responsibility of the student.

Students shall abide by the policies, procedures, rules and regulations of the clinical site throughout the experience, including protecting patient confidentiality.

Each student is required to demonstrate entry-level clinical behavior skills outlined in the APTA CPI 3.0 by the conclusion of the third clinical experience. In the event that a student does not achieve this ranking, program faculty will: take into consideration clinical instructor comments on the midterm and final assessment tool; follow up with clinical instructor for more constructive feedback to justify ranking; see where the student was ranked at the final assessment; and depending on the skill/criteria, review lab practical performance and skills competencies to determine if entry-level can be justified. Ultimately, Program faculty determine the disposition of the student.

CIs have the authority and the responsibility to remove any student from the clinical site who is demonstrating behaviors that are a safety risk to the student, self, or others. These decisions may be based on suspected or observed behaviors that may indicate the student is not adequately prepared and/or is unable to provide safe patient care. Any CI decision to remove a student will result in an unexcused absence.

A student who is permanently excluded from the clinical experience for unsafe or inappropriate behaviors shall be ineligible for a passing grade in that course.

IMMUNIZATIONS, TESTS & CERTIFICATION

All PTA students must submit a physical examination and proof of the Hepatitis B immunization series/or Hepatitis B waiver at the start of fall semester of the first year in the PTA program. This series requires three inoculations spread over an eight-month period. If they have not completed the series previously, students should begin the immunization during the summer prior to beginning the program to ensure that the process is complete before clinical rotations. Immunizations are available through physicians' offices, county health departments, and clinics. If you decline the Hepatitis B series, you must sign a waiver in order to participate in the program. *Note: Many students may have completed the Hep B series as part of their childhood

immunizations. Also note that some practicum sites may require Hepatitis immunizations or evidence of immunity.

As with all healthcare providers, PTA students must maintain current TB testing when completing the practicum portion of the program, year two. A two-step Mantoux test must be used since many clinical sites require it. These are also available through physicians, health departments and clinics.

Prior to beginning clinical rotations in the second year of the program, all students must show current adult CPR and basic first aid certification. This may be accomplished through courses offered at the College or through accepted community organizations. Note that they are two separate courses. Students must also complete a training exercise/quiz that prepares them to use the APTA CPI 3.0, our clinical assessment tool.

Please note that COVID-19 and influenza vaccinations as well as proof of a variety of childhood immunizations are required by some clinical sites.

Verification that all required items have been completed will be provided to the program via assignments in PTHA 1010 and PTHA 2410. If you are not required to take PTHA 1010, materials are to be submitted to the Program Director.

Any other required documentation by a clinical site (e.g. drug testing) must be completed at the expense of the student.

If a student is unable to be placed for practicum courses due to refusal to be immunized/vaccinated, the student may be dismissed from the Program after two attempts by the DCE.

In some instances, documentation of inoculation for childhood diseases will need to be provided. All costs associated with these health requirements are the responsibility of the student. Clinical affiliates may have health requirements beyond those required by the PTA program. Students are required to meet all requirements of their clinical placement site.

FINGERPRINTING

In accordance with Ohio Senate Bill #38, effective October 1, 1993, anyone having contact with children in a licensed day care or child care environment, such as a public school, must undergo a criminal background investigation which includes fingerprint records being checked through the Bureau of Criminal Investigation. Senate Bill 160 effective Jan. 27, 1997 also requires criminal records check for a position that involves care to a person age 60 and older. National voluntary accreditation programs (e.g.-HFAP, JCAHO) authorized by centers for Medicare and Medicaid services often require background checks as well.

PTA Program students are required by Zane State College to have this background investigation and fingerprints. Reports must be available by the start date of the fall semester clinical.

As of May 2008, a current BCI report and an FBI report are required to apply for licensure in the State of Ohio. Further information about these checks will be made available as students approach graduation. If a student is unable to be placed for practicum courses due to a criminal history, the student will be dismissed from the Program after two clinical placement attempts by the DCE.

TRANSPORTATION

It is recommended that all students have access to private transportation either through their own vehicle or by carpooling or ride sharing agreements with classmates. Transportation will occasionally be required for some regularly scheduled PTHA classes, such as required off campus experiences. Transportation will definitely be needed for the previously outlined clinical experiences. Every effort will be made to place each student in a clinical experience location most convenient to him/her, but this cannot be guaranteed. Transportation to and from the clinical sites is the responsibility of the student.

Zane State College Drug Free Campus Policy

A. POLICY 300.06 Zane State College, in coordination with the Drug Free Schools and Communities Act of 1989, is committed to providing a drug-free campus for all employees and students.

B. POLICY GUIDELINES The following standards of conduct and disciplinary sanctions pertain to employees and students of the College:

1. Employees and students are prohibited from the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as part of any of the College's activities
2. Employees are required to notify the Office of Human Resources of any drug or alcohol related convictions occurring at the College no later than five days after that conviction. Failure to abide by this College policy will result in immediate disciplinary probation status for the employee and possible termination of employment.
3. Students who violate this policy will be in violation of the Student Code of Conduct. Disciplinary action will be taken according to the procedures outlined in the Student Handbook. The College can impose sanctions (consistent with local, state, and federal law) up to and including dismissal from the College and referral for prosecution for violations.
4. If applicable, the College will notify the appropriate federal funding agency within ten days after receiving notice of a drug conviction that occurred on campus.
5. Within 30 calendar days of receiving notice with respect to any employee who is convicted:
 - Disciplinary action will be taken against the employee up to and including termination.
 - Disciplinary action may require the employee to satisfactorily participate in or complete an approved substance abuse/rehabilitation program as a condition of their continued employment.

There may be possible legal sanctions and/or penalties imposed on a college employee or student under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.

Additional resources for employees and students can be found on My ZSC.

This policy is available on the College's website and in the Office of Human Resources and Student Services.

HEALTH AND LIABILITY INSURANCE

Students in the PTA program are encouraged to have health insurance. PTA students are required to have professional liability insurance through the College. This liability insurance is automatically put into effect and a fee charged to the student for it when registration into specific PTA courses is completed. The annual fee for liability insurance is \$17 per year for \$1,000,000 in coverage.

REFERRAL PROCESSES

Health:

Students experiencing health problems, particularly those which might impact upon participation and performance in PTA courses, are encouraged to discuss concerns with the PTA program faculty. If the student needs intervention for health concerns, PTA faculty will advise the student of available resources in the Muskingum County area and of potential resources in other communities. There is a Student Support Services Counselor available free of cost to students. Those appointments are available through Student Services.

Guidance:

Students in need of guidance regarding academic course work are encouraged to discuss concerns with PTA faculty. Concerns specific to the PTA curriculum and courses are generally addressed by PTA faculty. If needed, PTA faculty members consult with other instructors and/or the Dean regarding areas of concern. Students in need of guidance for other academic and/or non-academic concerns are referred to Student Services. PTA faculty may also provide contact information for community resources.

RELATIONSHIP WITH PATIENTS/CLIENTS

In working with all patients and clients with whom you come in contact or are assigned, the following guidelines must be adhered to:

1. Always be courteous to a patient. Clearly identify yourself by name, credentials and department when approaching a patient or beginning a treatment. Do not refer to yourself as a “therapist”. Explain to the patient, at his or her level of understanding, why you are seeing them and obtain informed consent.

2. All patient interactions must be based on respect, responsibility and responsiveness.
3. Remember that all information regarding a patient is highly confidential and should not be discussed with anyone other than that patient and individuals directly involved in their care. When clinic experiences are discussed in class, real names of clients must never be shared. Never identify or discuss patients in public places, even with those involved in their case. HIPAA guidelines must be observed.
4. You may not accept gifts or money from patients or clients per clinic policy.
5. It is considered unprofessional and unethical to socialize with patients or clients outside of the clinic setting, including social media. Absolutely do not engage in these activities.

TUITION AND FEES

Information regarding current tuition and fee amounts is available in the College Catalog. Students should anticipate that their costs for books related to the PTHA courses will average \$400 per semester. Please keep in mind that during some semesters the cost of textbooks for PTHA courses will be considerably less or more than this estimate. The student is also responsible for purchasing miscellaneous supplies as required by individual courses.

FEES ASSOCIATED WITH LICENSURE

Post-graduation there are two required examinations to practice physical therapy in Ohio and most other states: 1) The NPTE (National Physical Therapy Examination) for the PTA and 2) the jurisprudence (laws) examination for the state of Ohio, both of which should be well planned in advance to complete. There are significant fees associated with those examinations and they should be planned for well in advance. Be prepared to pay in excess of \$800 to become licensed. Those monies will need to be available in early spring of your second year in the Program. A monthly or per pay savings plan is advised.

ESSENTIAL FUNCTIONS

Performance Frequency: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%

Physical Skill	Context in which Physical Skill is Used	Performance Frequency:
LIFTING:	- Partially bear weight of people weighing up to 300# safely during transfers from a variety of surfaces - Positioning of people weighing up to 300# - Assisting with functional mobility with a person up to 300#	F
LIFTING:	Independently & safely demonstrate the strength to carry/maneuver heavy equipment weighing up to 50#	F
BENDING/ STOOPING:	Adjust body parts, clothing and/or equipment	F
KNEELING:	- Assist people who may trip, fall, faint - Perform CPR - Work with people on the floor/mat - Developmental activities - ADLs/IADLs/work/Play/Leisure/Social Participation activities	F
CROUCHING:	- Manage wheelchair and other equipment - Place/store equipment & materials - Assist with lower body ADLs - Assist person with seated activities	F
CRAWLING:	- Work with children on developmental activities - Engage in activities on floor	O
REACHING:	- Retrieve items from multiple locations - Adjust equipment - Guard people	F
HANDLING:	- Sustain grasp - Manipulate body parts, tools, equipment	C
DEXTERITY:	- Fine motor functions to perform standardized assessments - Fine motor functions to construct, maintain and/or repair orthotic devices/splints & adaptive equipment - Fine motor functions to document	C
STANDING:	Stand for extended periods of time up to 6-8 hours/day	C
WALKING:	- Safely & timely walk within facility for up to 6-8 hours/day - Safely & timely walk over various surfaces (even, uneven, variety of terrains) inside/outside	C
PUSHING/ PULLING	- Wheelchairs with people up to 300# without assistance - Scooters - Hoyer lifts with people up to 300# with or without assistance - Other equipment (i.e. IV poles, O2 tanks)	F
BALANCING:	- Assist people with functional activities sustaining good balance (w/o losing balance) on even & uneven surfaces - Ascend/descend 1 flight of stairs	C
ENDURANCE	Tolerate full-time work (32-40 hours/week)	C
BODY MECHANICS:	- Utilize proper body mechanics performing all physical functions - Ability to perform complex motor functions necessary to provide therapeutic intervention (exercise, functional mobility, transfers, ADLs/IADLs and emergency treatment to patients).	C

	<i>Sensory Functions</i>	<i>Performance Frequency:</i>
TACTILE:	• Feel to palpate contractions • Feel to palpate pulses • Feel bony landmarks • Feel to identify joints • Exert adequate pressure • Feel varying skin textures • Differentiate between hot/cold • Differentiate between sharp/dull	C
AUDITORY:	• Hear verbal instructions • Hear distress sounds & calls for assistance up to 10 feet away • Hear environment safety alarms • Hear for communication from other team members	C
VISUAL:	• See in detail client's movements, facial expressions and performance • See and attend to behaviors & needs of up to 5 individuals in a group setting • See in detail to detect changes in skin integrity, sweating, skin color, swelling, muscle atrophy • See to detect non-verbal communication • See to detect environmental hazards • Read documents • Read equipment dials • Read manuals/forms • Read research material	C
	<i>Communication Functions</i>	<i>Performance Frequency</i>
SPEAKING:	• Speak clearly & concisely using proper English in person & via telephone with other team members • Establish rapport with other team members • Motivate and engage others in treatment	C
RESPONDING:	• Respond to & communicate with others with communication disorders (i.e. aphasia, hearing loss) • Respond to & communicate with others from a different background/culture • Accurately report findings/results/plans to other team members 1:1 and in team meetings using proper English	F
COMPREHENDING:	• English oral language • English written language	C
WRITING:	• Clear, legible handwriting • Computerized documentation • Write in proper English	C

<i>Cognitive/Behavioral and Social/Behavioral Functions</i>	<i>Performance Frequency</i>
• Use critical thinking, problem-solving, and sound clinical reasoning in the delivery of physical therapy services including, but not limited to the following: ○ Planning and implementing appropriate client-centered interventions. ○ Making appropriate modifications to therapeutic interventions based on the client's physiological and psychological responses. ○ Identifying the need for consultation and determining the appropriate resource (i.e. physical therapist or other health care providers/team members).	C
• Effectively cope with stress in order to function safely and calmly under demanding educational and changing clinical environments.	C
• Be aware of surroundings and alert to potential emergencies; respond appropriately to client situations including pain, changes in physical and/or mental status, and risk for falls.	C
• Manage time effectively; prioritize multiple tasks; maintain composure in situations that require multitasking.	C
• Maintain concentration and focus to attend to demanding and continuous tasks throughout the entire class/lab and/or clinical hours	C
• Demonstrate interpersonal functions required to build rapport and effectively interact with clients, families, caregivers, supervisors, coworkers, and members of the community; exhibit cultural awareness and sensitivity to members of the same or different cultures; treat others with respect, compassion, politeness, and discretion; exhibit social functions necessary for effective collaboration and teamwork.	C
• Demonstrate attitudes/actions consistent with the core values and ethical standards of the physical therapy profession.	C
• Demonstrate accountability, responsibility, and maturity in the classroom and the clinical environment when giving/receiving constructive feedback.	C
• Demonstrate accountability, responsibility, and maturity in the classroom and the clinical environment when engaging in conflict management and problem resolution.	C
• Abide by established policies and procedures of educational and clinical environments	C

**ZANE STATE COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

PTA Program Handbook Acknowledgment

I acknowledge that I have received and reviewed the Physical Therapist Assistant (PTA) Program Student Handbook. I understand that the handbook contains important information regarding program policies, procedures, and expectations. I agree to comply with all policies and requirements outlined in the handbook as a condition of my participation in the program. I understand that it is my responsibility to be familiar with the contents of the handbook and to seek clarification if needed. I also understand that program policies may be updated and that I am responsible for complying with current policies.

Student Name (Printed): _____

Signature: _____ **Date:** _____

Optional Disclosure (Not Related to Formal Accommodations):

Students may use the space below to share any information they would like program faculty to be aware of. This disclosure is voluntary and does not replace the formal process for requesting accommodations through the College's Student Services Office.

**ZANE STATE COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

Informed Consent and Waiver (Revised)

I, _____ (print name), understand that participation in the Physical Therapist Assistant (PTA) Program at Zane State College requires engagement in laboratory and clinical activities that involve inherent risks.

I further understand that it is my responsibility to complete a health examination and obtain any required medical clearance prior to participation in program activities. I acknowledge that I am responsible for maintaining my own health insurance coverage.

I understand that participation in program activities, including therapeutic training and clinical experiences, may involve risks, including but not limited to shortness of breath, muscle strain, fractures, injuries, and, in rare cases, serious injury or death. I voluntarily assume all risks associated with participation and agree to engage only at a level appropriate to my physical and medical condition.

By signing this form, I acknowledge that I have read and understand the information provided. In consideration for participation in the PTA Program, I agree to assume all risks associated with participation and release and hold harmless Zane State College, its employees, and affiliated entities from any claims, liabilities, or damages arising from or related to my participation in program activities.

Signature: _____ **Date:** _____

**ZANE STATE COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

Photographing and Videotaping of Students for Instructional Purposes

The use of photography and video recording is an instructional tool utilized within the Physical Therapist Assistant (PTA) program and across Zane State College.

Students may be invited to participate in recordings for educational purposes. Participation in recording activities is voluntary. Students will be informed in advance when recording will occur.

Recordings are intended for instructional use within the program or College and will be used in accordance with institutional policies.

Consent for Recording

Please indicate your preference by signing **one** of the options below:

☐ **I AGREE** to allow the recording of my image for instructional purposes while enrolled in the Physical Therapist Assistant program at Zane State College.

Signature: _____ **Date:** _____

☐ **I DO NOT AGREE** to allow the recording of my image for instructional purposes while enrolled in the Physical Therapist Assistant program at Zane State College.

Signature: _____ **Date:** _____

**ZANE STATE COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

Drug Testing Policy

Clinical education is a required component of the Physical Therapist Assistant (PTA) program. Clinical sites may require students to complete drug testing as a condition of placement. Drug testing may be required prior to and/or during clinical experiences.

Students are required to comply with all clinical site drug testing policies and are responsible for any associated costs.

A student who receives a positive drug test result may be removed from the clinical site and will be subject to disciplinary action in accordance with Zane State College policies. Removal from a clinical site may impact the student's ability to successfully complete the clinical course. Refusal to comply with required drug testing procedures may result in ineligibility for clinical placement and may lead to dismissal from the program in accordance with program policies.

Acknowledgment

I understand that drug testing may be required as a condition of participation in clinical experiences. I agree to comply with all drug testing requirements and understand that failure to comply or a positive result may result in removal from clinical placement and may affect my continuation in the program.

Signature: _____ **Date:** _____

**ZANE STATE COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

Student Clinical Attendance and Call-Off Policy

Attendance

Students are required to attend all scheduled clinical experiences. Students must arrive on time and be prepared for the clinical practice setting.

Notification of Absence

Students must notify both the clinical instructor and the Director of Clinical Education (DCE) if they are unable to attend as scheduled. Notification must occur at least one hour prior to the scheduled start time.

Notification to the DCE must be made using approved communication methods (e.g., phone, voicemail, or college email). The clinical instructor must be contacted directly by phone unless the absence has been approved in advance.

Missed Time and Remediation

Missed clinical hours must be addressed in accordance with clinical site policies and program requirements. The clinical instructor will determine whether missed time must be made up and the method for doing so.

Students are required to submit a written plan to the clinical instructor and the DCE outlining how missed time will be completed.

Failure to comply with the approved plan for missed time may result in clinical or academic consequences in accordance with program policies.

Acknowledgment

I understand and agree to comply with the clinical attendance and call-off requirements outlined above.

Signature: _____ **Date:** _____

**ZANE STATE COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

Social Media Use and Etiquette

Social media is widely used by students, faculty, healthcare organizations, and the general public. Social media platforms include, but are not limited to, blogs, podcasts, discussion forums, and social networking sites such as Facebook, X (formerly Twitter), Snapchat, and Instagram.

Students in the Physical Therapist Assistant (PTA) program must adhere to professional standards when using social media. This includes demonstrating respect for classmates, instructors, patients, healthcare organizations, and the College.

Students must protect the confidentiality, privacy, and security of patient information, including protected health information, at all times. Posting or sharing any information that could reasonably lead to the identification of a patient—whether or not a name is included—may constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA).

Students are prohibited from posting content that is obscene, defamatory, threatening, harassing, abusive, or otherwise unprofessional or harmful to others. These expectations apply when a student is identifiable as a member of the Zane State College PTA program.

Violations of this policy may result in disciplinary action in accordance with program and College policies, which may include academic consequences or removal from the program.

Acknowledgment

I acknowledge that I have read and understand the Social Media Use and Etiquette Policy. I agree to comply with these expectations.

Signature: _____ **Date:** _____

**ZANE STATE COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

Academic Integrity

Academic integrity is required throughout the Physical Therapist Assistant (PTA) program and all associated coursework. Students must adhere to the Zane State College Academic Integrity Policy as outlined in the College Catalog.

Examples of academic misconduct in the PTA program include, but are not limited to:

1. **Cheating** – Representing as one’s own any work prepared by another person; receiving or distributing test, quiz, or examination content; assisting another student during an assessment without authorization; or collaborating on work that has not been designated as a group activity.
2. **Fabrication** – Falsifying or inventing information, data, or citations in any academic exercise.
3. **Plagiarism** – Submitting another individual’s work, in whole or in part, as one’s own without proper acknowledgment, including failure to provide appropriate citations.
4. **Unauthorized Use of Artificial Intelligence (AI)** – Use of AI tools or resources to complete assignments or assessments when such use has not been expressly permitted by the instructor.

Alleged violations of academic integrity will be addressed in accordance with the Zane State College Academic Integrity Policy. Consequences may include academic penalties and, in serious or repeated cases, disciplinary action up to and including dismissal from the program. Program faculty may recommend dismissal from the PTA program in cases where academic misconduct is severe or inconsistent with professional standards required for continuation in the program.

Acknowledgment

I acknowledge that I have read and understand the Academic Integrity Policy and agree to comply with its requirements.

Signature: _____ **Date:** _____

**ZANE STATE COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

Acknowledgment of Licensure Examination Fees

To practice as a Physical Therapist Assistant (PTA) in the State of Ohio, graduates must successfully complete required licensure examinations, including the National Physical Therapy Examination (NPTE) for PTAs and the Ohio Jurisprudence Examination.

Students should be aware that there are significant fees associated with licensure. Current fee information is available through the Federation of State Boards of Physical Therapy (FSBPT) and the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board.

Potential expenses may include:

- BCI and FBI fingerprinting and background checks
- Application fees for Ohio licensure
- NPTE examination fees
- Prometric testing center fees
- Ohio Jurisprudence Assessment Module (JAM) fees
- Exam prep tools

Students are responsible for all costs associated with licensure and are encouraged to review current requirements and fees through the appropriate regulatory agencies.

Acknowledgment

By signing below, I acknowledge that licensure is required to practice as a Physical Therapist Assistant in the State of Ohio and that successful completion of required examinations is necessary for licensure eligibility. I understand that all associated fees are my personal financial responsibility.

Signature: _____ **Date:** _____

**ZANE STATE COLLEGE
PHYSICAL THERAPIST ASSISTANT PROGRAM**

Use of Artificial Intelligence (AI) Tools

The Physical Therapist Assistant (PTA) program emphasizes the development of knowledge, clinical reasoning, and independent decision-making skills necessary for safe and effective patient care. To support academic integrity, the use of artificial intelligence (AI) tools in completing assignments, quizzes, examinations, or other graded assessments is prohibited unless explicitly permitted by the instructor.

Unauthorized use of AI tools—including but not limited to chatbots, text generators, or other AI-assisted platforms—to complete academic work may be considered a violation of the Academic Integrity Policy and will be addressed in accordance with Zane State College and PTA program policies.

AI tools may be used as a supplemental study resource for learning and clarification purposes when permitted. Students are responsible for ensuring that any use of AI complies with instructor expectations and course-specific guidelines.

Students must obtain instructor approval prior to using AI tools for any purpose beyond general studying or review.

Acknowledgment

I acknowledge that I have read and understand the policy regarding the use of artificial intelligence tools. I agree to comply with these expectations.

Signature: _____ **Date:** _____



PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT HANDBOOK

2026 - 2027

