

FILED  
JUN 22 2022

KS State Board of Healing Arts

BEFORE THE BOARD OF HEALING ARTS  
OF THE STATE OF KANSAS

In the Matter of  
VANDANA SHARMA, P.T.A.

Application for Physical  
Therapy Assistant Certificate

KSBHA Docket No. 22-HA00004

**JOURNAL ENTRY GRANTING PTA CERTIFICATE WITH LIMITATIONS**

The Kansas State Board of Healing Arts ("Board"), by its Acting Executive Director, Susan Gile, a duly authorized representative of the Board, in accordance with the provisions of the Kansas Administrative Procedure Act, K.S.A. 77-501 *et seq.*, as amended, and upon due consideration of the agency record, the applicable statutes and regulations, and being otherwise duly advised in the premises, makes the following determinations:

1. On November 8, 2021, a Final Order was issued by the Board for Vandana Sharma, P.T.A. ("Applicant") on her application to practice as a physical therapist assistant in Kansas, imposing requirements that she complete with at least a "B" grade average, college courses in the following areas:
  - a. Humanities – English Composition;
  - b. Data Collection – Assistive and Adaptive Devices, and Pain;
  - c. Intervention Content – Functional Training (Assistive/Adaptive Devices, Wheelchair Management Skills, and Isolation Techniques), Physical Agents and Mechanical Modalities, and Compression Therapies; and
  - d. Related Technical Course Work - Role of the PTA.
2. Upon successful completion of the educational requirements contained in the Final Order,

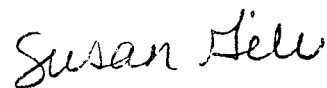
the Board determined Applicant shall be granted a Kansas physical therapist assistant certificate subject to a practice monitor for a term of at least six months. And, Applicant and the practice monitor shall comply with the monitoring conditions contained in the Final Order.

3. Applicant submitted proof of completion of coursework in the required areas consistent with the Final Order. *See Exhibits A, B, and C.*

**THEREFORE**, the Board **GRANTS** Applicant's application for a Physical Therapy Assistant certificate with the **LIMITATION** that she must practice with a practice monitor, which shall be her supervising physical therapist. Applicant and the practice monitor must comply with the requirements of the Final Order.

**IT IS SO ORDERED.**

**KANSAS STATE BOARD OF HEALING ARTS**



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Susan Gile  
Acting Executive Director  
Kansas State Board of Healing Arts

**CERTIFICATE OF SERVICE**

I, the undersigned, hereby certify that a true and correct copy of the **JOURNAL ENTRY GRANTING PTA CERTIFICATE WITH LIMITATIONS** was served on this 22<sup>nd</sup> day of June 2022, by depositing the same in the United States Mail, first-class, postage prepaid, and via email addressed to:

Vandana Sharma, P.T.A.

**CONFIDENTIAL**

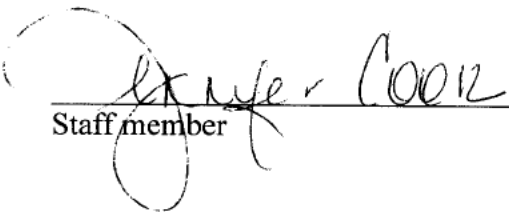
*Applicant*

And a copy was delivered to:

Compliance Coordinator  
Kansas State Board of Healing Arts  
800 SW Jackson, Lower Level-Suite A  
Topeka, Kansas 66612

Licensing Administrator  
Kansas State Board of Healing Arts  
800 SW Jackson, Lower Level-Suite A  
Topeka, Kansas 66612

And the original was filed with the office of the Executive Director.

  
\_\_\_\_\_  
Staff member

CONFIDENTIAL

CONFIDENTIAL

**Institution Name History:**

1923 - Kansas City Junior College  
 1925 - Kansas City Kansas Junior College  
 1965 - Kansas City Kansas Community Junior College  
 1974 - Kansas City Kansas Community College

**Campus Locations:**

KCKCC - Main Campus (Registrar's Office) 7250 State Ave., Kansas City, Kansas 66112  
 KCKCC - Leavenworth Center, Leavenworth, Kansas  
 KCKCC - Technical Education Center, Kansas City, Kansas (Formerly known as ATS)

**Accrediting Agencies:** Kansas City Kansas Community College (KCKCC) is accredited by the Higher Learning Commission North Central Association of Colleges and Schools and the Kansas Board of Regents. In addition, individual programs are accredited by professional organizations: The Business Division by the Association of Collegiate Business Schools and Programs; Mortuary Science by the American Board of Funeral Service Education; Nursing Education by the National League of Nursing and the Kansas State Board of Nursing; Respiratory Therapy by the Commission on Accreditation of Allied Health Education Programs and the Committee on Accreditation for Respiratory Care; Physical Therapist Assistant Program by the Commission on Accreditation in Physical Therapy Education; and Occupational Therapy Program by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association. The College is approved by the Kansas Veterans Commission and the Veterans Administration for veterans' college training.

**Note:** Vocational courses taken prior to Fall 2005 are transcribed as contact hour coursework. The Area Vocational Technical School (AVTS) was renamed the Technical Education Center (TEC) when it merged with the college in July, 2008. TEC courses earn undergraduate credit and count in semester and cumulative GPA. TEC transcripts were merged with KCKCC transcripts in Fall 2010.

**Grade Point Average (GPA):** Determined by dividing the total number of grade points earned by the total number of hours of credit in which grade points were recorded (divisor).

**Grade and Grade Points:**

A = 4 points  
 B = 3 points  
 C = 2 points  
 D = 1 point  
 F = 0 points

I - 0 points Incomplete, course work needed to earn grade

P - 0 points = Pass, counted as earned hours only, not calculated in GPA

NP - 0 points, Not passed

CR - 0 points, Credit counted as earned hours only, not calculated in GPA

NC - 0 points, No Credit

W - 0 points, Withdrawn without academic assessment

WA - 0 points, Administrative Withdrawal

AUD - 0 points, Audited course, no credit

MP - 0 points, Not Calculated in GPA, Developmental courses only. (Effective Spring 2015)

**Incomplete Grade Policy:** Incomplete is a grade that indicates the student's academic work is of passing quality but has not been completed. Course work needed to remove grade of I is expected to be completed during the following semester. **Effective Fall 2002**, if course work is not completed within a year, the grade of I will change to F unless the instructor specifies an alternative grade within the designated time period (1 year after enrolling in the course).

**Improving a Grade:** A student may attempt to improve the grade of F or D in a course only by repeating the course. All grades remain on the student's transcript and the grade for the last enrollment in the course will be used in determining grade points.

R - Indicates a repeated course. The course is excluded from the cumulative hour attempted, hours earned and GPA.  
 \* Indicates most recently repeated course. The course is included in the semester and the cumulative GPA.

**Course Numbers:**

0001-0099 - Not applicable toward degree  
 0100-0199 - Freshman level  
 0200-0299 - Sophomore level  
 (H) - Designates an Honors Course

**Academic Probation:** This is a warning to students that their grade point average has fallen below college standards. Academic probation is determined by the number of hours attempted and the cumulative grade point average.

**Academic Dismissal:** Cannot enroll unless petition for reinstatement is granted.

**Hrs. Att:** Total hours enrolled for semester or cumulative total including courses with grade of "P", "NP", "CR", "NC", or "MP".

**Divisor:** Total hours used to calculate GPA not including "P", "NP", "CR", "NC", "I", "W", "WA", "AUD", or "MP".

**Hrs. Earn:** completed hours used for graduation

**By college policy, all accepted transfer hours and grades are calculated in KCKCC cumulative hours and GPA.**

Transcripts must be ordered in writing from the Registrar's office. A fee is charged for each transcript ordered. Expedited (same day) Service cost an additional fee. Transcript fees must be paid in advance. Transcript services are withheld if the person still owes the College money or property.

Coin Reactive Ink



A white ink that when rubbed with the edge of a coin will verify the authenticity of the document by the presence of black smudges.



The square on an original transcript is printed in thermochromic ink. When rubbed or breathed on it will fade, then gradually return to normal.

Please feel free to call (913) 288-7313 for further explanation of transcript.



Kansas City Kansas Community College  
 Registrar's Office (913) 288-7299  
 FAX # (913) 288-7648  
 www.kckcc.edu

**To Confirm Authenticity:** A transcript is official when it bears the FACSIMILE signature of the Registrar, date issued and is printed on safety paper that when photocopied "VOID" will show through as a watermark. A student is in good standing at KCKCC unless otherwise noted on the transcript.

Revised 1/10, 11/11, 06/15

**Perez, Ivan [KSBHA]**

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**From:** Vandana Sharma **CONFIDENTIAL**  
**Sent:** Tuesday, May 24, 2022 9:46 AM  
**To:** Perez, Ivan [KSBHA]  
**Cc:** KSBHA\_ComplianceCoordinator  
**Subject:** Re: Vandana Sharma, PTA **CONFIDENTIAL** / Docket No. 22-HA00004  
**Attachments:** Vandana-transcript.pdf

*EXTERNAL:* This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Ivan,

**CONFIDENTIAL**

Regards,  
Vandana Sharma  
**CONFIDENTIAL**

On Tue, Mar 22, 2022 at 3:29 PM Perez, Ivan [KSBHA] <[Ivan.Perez@ks.gov](mailto:Ivan.Perez@ks.gov)> wrote:

Ms. Sharma,

**CONFIDENTIAL**

Very Respectfully,

Ivan

Ivan C. Perez

Compliance Coordinator

Kansas State Board of Healing Arts  
800 Jackson Lower Level - Suite A  
Topeka, Kansas 66612

KSBHA\_ComplianceCoordinator@ks.gov

<http://www.ksbha.org/main.shtml>

785-296-3984 direct ext

785-368-8210 fax

**From:** Vandana Sharma **CONFIDENTIAL**  
**Sent:** Tuesday, March 22, 2022 2:52 PM  
**To:** Diaz, Alexandria [KSBHA] <[Alexandria.Diaz@ks.gov](mailto:Alexandria.Diaz@ks.gov)>  
**Subject:** Re: Sharma Docket No.22-HA00004

*EXTERNAL:* This email originated from outside of the organization. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Alexandria,

# CONFIDENTIAL

Regards,

Vandana Sharma  
**CONFIDENTIAL**

On Mon, Nov 8, 2021 at 11:51 AM Diaz, Alexandria [KSBHA] <[Alexandria.Diaz@ks.gov](mailto:Alexandria.Diaz@ks.gov)> wrote:

Attached please find the *Final Order* filed today in the above-referenced matter.



Thank you,

Ali Diaz

Administrative Specialist

Kansas State Board of Healing Arts

800 SW Jackson LL Ste A

Topeka , KS 66612

☎: 785-296-8648

🖨: 785-368-7102

✉: [alexandria.diaz@ks.gov](mailto:alexandria.diaz@ks.gov)

🌐: [www.ksbha.org](http://www.ksbha.org)



This e-mail and any attachments may contain confidential and privileged information, and is intended for the addressee only. If you are not the intended recipient, you should destroy this message and notify the sender by reply e-mail. If you do not wish to receive information via e-mail, please contact the sender. Any disclosure, reproduction or transmission of this e-mail is prohibited without specific authorization from the sender.

## COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Clinical Skills I
COURSE NUMBER	PHTR 0165
DIVISION	Health Professions
DEPARTMENT	Physical Therapist Assistant
CIP CODE	51.0806
CREDIT HOURS	2
CONTACT HOURS/WEEK	Class: 1                      Lab: 2
PREREQUISITES	None
COURSE PLACEMENT	This course is part of a selective admission program. Students must be admitted to the Physical Therapist Assistant program to enroll in this course.

### COURSE DESCRIPTION

This course is designed to prepare the student with basic skills needed to be successful in a clinical setting. Topics covered will include medical terminology, documentation, patient privacy, and culture and diversity. Laboratory instruction will include safe treatment preparation, patient positioning, vital sign monitoring and functional mobility skills (bed mobility, transfers, and gait training, etc).

### PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:  
[https://kansasregents.org/workforce\\_development/program-alignment](https://kansasregents.org/workforce_development/program-alignment)

### PROGRAM LEARNING OUTCOMES

1. Demonstrate competence in safely administering all tests and measures and interventions as outlined in the plan of care established by the physical therapist.
2. Communicate appropriately, both verbally and non-verbally, with patient/clients, families, physical therapy personnel and other healthcare team members.
3. Adhere to the legal, ethical and professional behavior guidelines established by the American Physical Therapist Association (APTA), the state licensure committee, and the facility of employment.
4. Utilize data collection, problem solving and critical thinking skills to identify the appropriateness of requested interventions.
5. Provide education to the patient/client, family members, physical therapy personnel, other healthcare team members and the community.
6. Identify cultural differences and their impact on the provision of physical therapy services.



7. Be involved in activities that promote life-long learning.
8. Participate in activities that promote the practice of physical therapy and the role of the physical therapist assistant (PTA).
9. Assist facility administration with outcome measurements, material management, reimbursement issues and other administrative roles deemed appropriate for the PTA.

## **TEXTBOOKS**

<http://kckccbookstore.com/>

## **METHODS OF INSTRUCTION**

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE**

- I. Medical Terminology
- II. Documentation
  - A. SOAP format
  - B. ICF Model
  - C. EMR documentation
- III. Culture and Diversity
  - A. Variances of Values and Beliefs
  - B. Variances in Healthcare
- IV. Treatment Preparation
  - A. Body mechanics
  - B. Preparing the environment
  - C. Preparing the patient
  - D. Patient positioning
  - E. Acute care lines and machines
  - F. PT/PTA Relationship
- V. Vital Signs
  - A. Assessment
  - B. Response to interventions
  - C. Vital signs & physical symptom red flags

## VI. Functional Mobility

- A. Wheelchairs
- B. Tilt table
- C. Levels of assistance
- D. Assistive devices
- E. Bed mobility
- F. Transfers
- G. Ambulation

## COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

- A. Utilize appropriate verbal and/or written medical terminology in a variety of documentation formats, including the SOAP format.
  - 1. Correctly use medical terminology and standard medical abbreviations.
  - 2. Internalize the importance of proper documentation by outlining the uses of medical documentation.
  - 3. Document a simulated treatment utilizing SOAP format.
- B. Demonstrate effective listening and communication skills to enhance the patient-practitioner relationship.
  - 4. Apply the principles of effective listening and communication skills to clinical scenarios.
  - 5. Appreciate the diverse background of each individual by demonstrating behavior that shows respect for the values of others.
  - 6. Describe variances of values and beliefs in patients of various backgrounds.
  - 7. Outline the basic belief structure of a given culture with respect to the deliverance of healthcare.
  - 8. Display a respect for others by demonstrating the ability to adapt treatment while respecting a patient's belief structure.
- C. Demonstrate the ability to prepare a patient and the environment for treatment intervention.
  - 9. Conduct a patient interview prior to beginning treatment.
  - 10. Apply the principles of body mechanics in all classroom and clinical scenarios.
  - 11. Position a patient to maximize comfort, prevent skin breakdown, and limit the risk of contracture formation.
  - 12. Identify areas prone to skin breakdown for the immobilized patient.
  - 13. Identify equipment found only in the acute care setting.
- D. Collect vital sign information.
  - 14. Administer standardized questionnaires for pain.
  - 15. Demonstrate the ability to monitor a patient's vital signs, including heart rate, respiratory rate, and blood pressure.
  - 16. Appraise a patient's vital signs to determine if a patient is in distress.

- E. Demonstrate, perform and teach all types of bed mobility and transfers.
  - 17. Instruct a patient in the appropriate mobility activity for a given scenario.
  - 18. Compare and contrast the levels of assistance used to explain performance of mobility skills.
  - 19. Identify to use of various components of a wheelchair to improve function or limit dysfunction in a simulated patient situation.
  - 20. Demonstrate wheelchair propulsion from the role of both patient and PTA.
  - 21. Reflect on a personal experience of being confined to a wheelchair for a day.
- F. Demonstrate and instruct a patient in ambulation with and without an assistive device.
  - 22. Describe the components of a normal gait.
  - 23. Explain the rationale for the choice and use of a particular assistive device.
  - 24. Differentiate between various weight-bearing statuses used during gait training.
  - 25. Instruct a simulated patient in the use of a variety of assistive devices and weight-bearing statuses.
  - 26. Provide education to a simulated patient regarding safety when using and care for an assistive device.
- G. Internalize the importance of professionalism in practice by demonstrating appropriate behavior during lecture and lab sessions.
  - 27. Internalize the importance of professional appearance by demonstrating acceptable clothing, grooming and personal hygiene.
  - 28. Demonstrate appropriate time management skills.
  - 29. Appreciate the importance of evidence-based practice in the physical therapy profession.
  - 30. Conduct themselves in a manner that demonstrates a commitment to legal, ethical and safe practice standards in all simulated patient treatment scenarios.
  - 31. Discuss when it is appropriate to communicate with the PT based on a patient's response to treatment or change in status.

#### **ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES**

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

## COLLEGE POLICIES AND PROCEDURES

### *Student Handbook*

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

### *College Catalog*

<https://www.kckcc.edu/academics/catalog/index.html>

### *College Policies and Statements*

<https://www.kckcc.edu/about/policies-statements/index.html>

### *Accessibility and Accommodations*

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>

## SYLLABUS

**DATE OF LAST REVIEW:** Fall 2016

**CIP CODE:** 51.0806

**SEMESTER:** Fall 2021

**COURSE TITLE:** Fundamental Treatment Procedures

**COURSE NUMBER:** PHTR 0170/1170

**CREDIT HOURS:** 5 credit hours

**CONTACT HOURS:** 37.5hrs. lecture / 60hrs. laboratory

**INSTRUCTOR:** Deanne Yates, PTA, MS

**OFFICE LOCATION:** Technical Education Center TEC K118

**OFFICE HOURS:** Posted on office door

**TELEPHONE:** Office 913-288-7867 Cell 913-207-7423  
Contact through REMIND

**EMAIL:** dyates@kckcc.edu

**PREREQUISITES:** Admission to the program  
Clinical Skills I is required concurrently

### REQUIRED TEXT AND MATERIALS:

Please check the KCKCC bookstore, <http://www.kckccbookstore.com/> for the required texts.

ORTHOPAEDICS FOR THE PHYSICAL THERAPIST ASSISTANT 2<sup>nd</sup> edition

Author: Dutton  
ISBN: 9781284139310

CLINICAL KINESIOLOGY AND ANATOMY 6<sup>th</sup> edition

Author: Lippert  
ISBN: 9780803658233

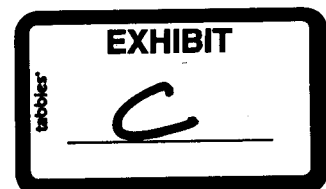
### Recommended Text

PHYSICAL REHABILITATION 6<sup>th</sup> edition

Author: O'SULLIVAN  
ISBN: 978080362579

### COURSE DESCRIPTION:

This course provides students an overview of the healing process and the physiology and use of physical agents, including thermal agents, ultrasound, electrical stimulation, exercise physiology and basic therapeutic exercises. Special conditions for geriatric patients and patients who have arthritis and osteoporosis are introduced.



### **METHODS OF INSTRUCTION:**

Instructional methods will vary depending on content area focusing on enhancing student learning and understanding. The methods include-but not limited to- lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom.

### **COURSE MANAGMENT STATEMENT**

Fundamental Treatment Procedures is an 8-week course designed to present the basic skills student will need to understand and successfully apply the principles of the healing process, and the use of physical agents, including thermal agents, ultrasound and electrical stimulation. Also included is an introduction of the basics of exercise physiology and therapeutic exercises.

Please read the syllabus and course outline carefully to understand the nature and progression of the course.

Students will be completing four (4) modules, with an exam at the end of each module. The content of the modules is in the Course Outline.

### **EXPECTATIONS**

Please refer to the program's Student Handbook and Professionalism Policy for expectations related to program courses.

Please be professional, use proper grammar, spelling and syntax in your communications, discussions, assignments, quizzes, exams, and homework. There is the expectation of professional communication in **all** correspondence including text message and email.

### **HOW TO SUCCEED IN THIS CLASS**

- Abide by all program policies and guidelines.
- Attend all class meetings.
- Ask questions for clarification.
- Read and follow the directions outlined in each assignment.
- Call and make appointments for individual attention.
- Be flexible in experiencing this learning system.
- Understand why not just what
- Time management
- Utilize peer tutors
- Engage in class discussion with your classmates and instructor.

### **INSTRUCTOR AVAILABILITY**

I am in my office between the hours of 8:00 am and 8:55 am Monday through Friday, 11:30 until 12:00 and 2:00 until 3:00 pm Monday through Thursday.

If you need help outside of my office hours I may need a 24-48 hour notice to arrange a meeting. **My office number is 913-288-7867. You can reach me through the REMIND app or my campus email [dyates@kckcc.edu](mailto:dyates@kckcc.edu).** I will be checking email each weekday. Weekends are a little different, but I try to check my email at least once, but there could be a chance I will not respond until Monday morning. If by chance, I am ill or out of town, I will either send you an email or post an announcement on the course page.



### **ASSIGNMENT TURN AROUND TIME**

I will do my best to have all assignments returned at the class period the week following their due date. I respect the time and energy each student puts into assignments and provide feedback as soon as possible. If at some point I am late posting your grade for an assignment, feel free to contact me via email to find out what the problem may be.

### **STUDENT TECHNOLOGY SUPPORT**

If at any time during the semester, you should have problems accessing your class in blackboard, or you do not understand how to submit an assignment through the Drop Box you contact Online Education Services contact the OES Helpdesk at 913-288-7479 or at <http://helpdesk.kckcc.edu/helpdesk/>.

### **ADA STATEMENT**

**Kansas City Kansas Community College** is committed to ensuring that students with documented disabilities have equal access to KCKCC's programs and services, including online courses. The Online Education Services (OES) and the Academic Resource Center (ARC) at KCKCC collaborate to identify barriers to the online learning environment. If you are a student with a disability and are in need of an accommodation in your online courses contact a representative from the ARC to determine the appropriate accommodation needed. Documentation will be required and will remain confidential in accordance with the Family Education Rights and Privacy Act of 1988 (FERPA).

#### **Information on Disability Accommodations from KCKCC Website**

Academic Resource Center (ARC) please refer to current Physical Therapist Assistant Student Handbook, or contact instructor or program coordinator for assistance.

### **ASSESSMENT OF LEARNER OUTCOMES:**

Assessment methods include, but not limited to written (online) examinations, lab practical, homework, and observation of professional behavior.

Plagiarism of any assignment will result in a 0% on that assignment as well as addressed via the program professionalism policy.

### **LAB PRACTICALS, MIDTERM & FINAL WRITTEN EXAMS ARE ALL PASS / FAIL**

#### **Examinations**

It is the responsibility of the KCKCC PTA program to provide the student with the information needed to succeed as a PTA after graduation and to provide the graduate the greatest opportunity for success on the National Physical Therapist Assistant Examination. It is also the program's responsibility to demonstrate to our Advisory Board, CAPTE, and the college that students are demonstrating competency in both the didactic and laboratory coursework.

- All exams (written and practical) will be available only during the scheduled time unless arranged with the instructor. Students who fail to notify the instructor of absence **prior** to the exam will receive a zero on the examination and be required to take the retake examination with appropriate penalty. Additionally, the individual is in violation of the professionalism policy.
- No students will enter the room or take the test after an exam has started unless the instructor is notified **and** pre-approved permission is obtained prior to the class start time.

- The content of examinations is confidential. **Students will not divulge any questions of the examinations to any individual or entity. The unauthorized possession, reproduction, or disclosure of any examination materials, including the nature or content of examination questions, before, during, or after the examinations is a violation of the PTA program policy. If the test is not surrendered at the designated time, the student will be given a zero for that exam. A violation of this type can result in dismissal from the PTA program.**
- All examinations are available through Lock Down Browser electronically. Each student is provided a dry erase board and marker for making notes during the exam. The student is required to remove all information from the board upon completion of the exam.
- Personal electronic devices are not allowed during the exam or exam review.
- Quizzes may be delivered in handwritten form. If handwritten, the student must utilize a pen with blue/black ink. In the case of an error, the student is to utilize proper documentation standards for making corrections (single line and initials). Failure to comply with these policies will result in the student failing the quiz.

### ***Written (online) Examinations***

In order to demonstrate competency, a student should score 75% or better on each written (online) examination. Failure to meet this level will require the student to take a retake examination. Scheduling of retake examinations is at the convenience and discretion of the instructor, usually outside of normal classroom hours. The instructor has the right to use the same examination or may choose to create another version of the examination. Any score on the retake exam over 75% will be recorded as 75%. Failure of the retake (scoring below 75%) will be recorded as the higher of the two examination scores. The student must earn a 75% in the course to pass.

The program is committed to student success both in the classroom and on the comprehensive national board examination. For this reason, any student receiving a grade of C (less than 82.0%) on an exam will be required to complete the retake examination for additional practice with the material. The grade recorded will not change based on performance on the retake examination. Failure to complete this examination is a violation of the program professionalism policy.

Midterm and final exams will be comprehensive over all material covered to that point in the individual course. The exams will be pass/fail with a 75% competency required to pass. One retake will be available. Students must score 75% or greater on both the midterm and the final examination to pass the course.

### ***Practical Examinations***

Lab practical exams are Pass/Fail. Students must pass every lab practical in order to progress in the curriculum. Passing is defined as successfully completing the performance standards as outlined by the course faculty member as well as meeting all critical and essential elements. Program critical elements and course-specific essential elements are defined on the grading form for each practical examination.

Students have two retake opportunities for each lab practical. If any lab practical not passed in a total of three attempts results in the student will receiving a failing grade for the course. The third attempt is observed and graded by at least two faculty members. Scheduling of practical retakes is at the discretion and convenience of the instructor(s).

During all practical examinations, students are required to wear appropriate clinic attire such as the KCKCC PTA program polo, dress casual pants, and appropriate shoes. Failure to do so will result in failure of the given practical.

#### ***Additional Retake Opportunity***

The faculty members understand that extenuating circumstances may occur at the time of high stakes exams, resulting in the student performing below his or her capabilities. Therefore, once a student has passed PHTR 0170, s/he may be granted an additional opportunity on one (1) midterm or final examination (written or practical, not both). The exam must be passed on this additional attempt. If the exam is not passed, the student will not progress in the course. Should the student fail another midterm or final retake examination (written or practical) in that or any ensuing course, s/he will not be allowed an additional opportunity and will fail the course.

#### **Attendance**

While students are encouraged to stay home if they are ill, absence from class does result in the student missing the lecture discussion and time for practice of technical skills. It is the student's responsibility to obtain materials/information missed during an absence. However, the faculty are also aware that the condensed nature of the program courses magnifies each absence. Therefore, to facilitate continued success following a period of absence, any student missing more than two (2) days in a course will be required to spend one (1) hour with an approved peer mentor for every two (2) hours of class time missed and *completed within a week of returning to class and documented in the tutoring log*. In addition, a student will automatically fail a program course when he/she has missed 25% of the total number of scheduled meetings for a course. The student may appeal this to the program coordinator if extenuating circumstances exist.

The student is required to personally phone, text (via Remind) or email the instructor of the course *prior* to class time if he/she will not be attending class due to illness or emergency or if he/she will be arriving after the scheduled start of class according to the classroom clock. ***Requesting a fellow student or another program faculty member share this information with the instructor of the course does not constitute appropriate notification.*** Failure adequately notify instructor is a violation of the program's Professionalism Policy.

#### **Demonstrating Competence to Enter Clinical Internship**

The program has developed a comprehensive assessment process for deeming students competent to enter off-campus clinical internships. This begins with completion of peer observations, providing students a comprehensive list of skills that must be practiced before assessment by the instructor. Once these observations have been completed, the student will complete a skill-check off with the instructor to demonstrate appropriate skill performance. Following successful completion of the skill check-off, the student will complete a practical examination that mimics the problem solving required in a clinical situation.

To facilitate this process, students are given a Skill Observation Form and Competency Check Sheet prior to the first laboratory experience in each course.

The purpose of the Skill Observation Form is to guide the student's practice of the essential skills covered in the course prior to the practical examination. When a peer signs the skill observation form, he/she is not guaranteeing correct performance of the skill but rather that the student has demonstrated the skill and the two have discussed strengths and areas for improvement. In the event a student does not pass a skill on the practical that was observed by a peer, the student may not hold the peer responsible. No observation sign-off may occur on the day a skill is first taught. All of the skills must

be performed and signed off before the student will be allowed to complete the skill check-off. Failure to complete the skill observation form before the scheduled check-off time will result in failure of the student's first attempt at the check-off.

The check-off will be comprised of six (6) skills selected by the instructor from the Skill Observation Form. The student will be given 10 minutes to complete these six skills and all must be successfully completed for the student to pass the check-off. The first check-off will occur during class time with one retake allowed outside of class time. Students requiring additional attempts must utilize their schedule practical time(s) until the check-off is completed. Each practical time utilized to complete the check-off process will result in one less attempt being available for the practical examination. Ex: A student requiring three (3) attempts to pass the check-off will have only two (2) attempts at the practical examination. If the student requires four (4) attempts at the check-off, s/he must pass the practical on the first attempt in order to continue in the class.

The practical examination will be a case-based scenario. In addition to correct skill performance, the student will be assessed on a variety of communication and critical thinking skills that must be performed to successfully complete the practical. *Every practical will require completion of at least one (1) skill of a comprehensive nature, either from previous courses or the mid-term practical examination from the respective course.*

The Competency Check Sheet contains a list of the data collection and intervention skills assessed through didactic examinations, check-offs and practical examinations in each course. The skills contained in these documents align with the CAPTE curriculum criteria. Once the student has been deemed competent in a given skill, it will be initialed and dated by a program faculty member and certifies the student is prepared to enter clinical internship. ***Only program faculty members are allowed to assess a student for competency to determine readiness for progression into clinical internship.***

### **Critical Elements**

While practical examinations are meant to be a learning experience to facilitate on-growing development of the student, certain elements are required in order to ensure safety of the patient and PTA, maintenance of ethical practices, and effectiveness of the treatment. The program has identified a list of standard critical elements that apply to every course. Each instructor identifies the essential elements that must be performed during a given course. All skills have their own specific critical elements, as documented on the Critical Elements for Skill Competence documents. Each of these lists will be provided to the student prior to the first laboratory experience. The student must meet all program critical elements, course essential elements, and critical elements defined for each skill in order to pass the check-off or practical examination.

**Plagiarism:** Refer to KCKCC student handbook.

Apply these four basic rules:

1. Obtain copyright permission from author when possible.
2. Use only for class use and do not commercialize borrowed work.
3. Use only what is required and not the whole body of work.
4. Consider the impact on the work and author by altering or using copyrighted work in class.

Review these resources to assist in a broader understanding: Jonathan Bacon's slide share of Fair Use policy: <http://www.slideshare.net/jbacon/copyright-fair-use-1244184>

"Code of Fair Use Best Practices"

"Fair Use of Copyrighted Material"

"Checklist for Fair Use"

### **Professionalism Policy**

Please refer to the professionalism policy in the student handbook.

It is the student's responsibility to obtain materials/information missed during an absence.

- ❖ **THIS SYLLABUS IS AN ACCESSORY TO THE KCKCC PTA PROGRAM POLICIES AND STUDENT HANDBOOK.**
- ❖ **ANY CONFLICT WILL BE RESOLVED UTILIZING THE KCKCC PTA PROGRAM POLICIES, STUDENT HANDBOOK AND KCKCC COLLEGE POLICIES AND STUDENT HANDBOOK.**
- ❖ **THE SCHEDULE MAY DEVIATE FROM THE PUBLISHED COURSE OUTLINE - DATELINE DEPENDING ON STUDENT PROGRESS IN THE LECTURE AND CO-REQUISITE LAB COURSE.**
- ❖ **THE SCHEDULE IS TENTATIVE AND MAY BE CHANGED OR ADAPTED AT THE DISCRETION OF DEANNE YATES.**
- ❖ **ALTHOUGH EVERY ATTEMPT WILL BE MADE TO COVER THE TOPICS IDENTIFIED IN THE COURSE OUTLINE AND SYLLABUS, THIS IS NOT INTENDED TO BE IN ANY WAY CONTRACTUAL.**
- ❖ **EVERY ATTEMPT IS MADE TO VERIFY AND REFERENCE ALL DATA CONTAINED WITHIN THE NOTES, POWER POINTS, AND ANY AND ALL OTHER COURSE MATERIALS. THERE MAY BE INCIDENTS WHERE THE COURSE INSTRUCTOR MAY HAVE TO CORRECT COURSE MATERIAL DURING THE COURSE.**

### **Grading Scale:**

**A = 100 – 90%**

**B = 89 – 82%**

**C = 81 – 75%**

**D/F = < 74%**

### **EXPECTED LEARNER OUTCOMES**

*Upon successful completion of this course, on written and/or practical examination:*

- A. The student will discuss basic anatomy and physiology of the cardiovascular, pulmonary, integumentary, muscular, skeletal and neurologic systems.
- B. The student will discuss the principles of the healing process and edema formation.
- C. The student will discuss basic data collection techniques completed by the PTA prior to beginning a treatment.
- D. The student will demonstrate a general understanding of the concepts and application of a variety of therapeutic modalities, including ultrasound and electrical stimulation.
- E. The student will explain exercise physiology and utilize this knowledge to develop a basic exercise program.
- F. The student will internalize the importance of professionalism in practice by demonstrating appropriate behavior during lecture and lab sessions.
- G. The student will understand the pathology and management of osteoporosis.
- H. The student will demonstrate an understanding of pathologies and treatment applications specific to the practice of physical therapy with geriatric patients.

## **COURSE COMPETENCIES**

*The student will discuss basic anatomy and physiology of the cardiovascular, pulmonary, integumentary, muscular, skeletal and neurologic systems.*

1. The student will discuss the components of and types of muscles in the human body.
2. The student will locate various muscles and bones of the axial and appendicular skeleton.
3. The student will identify the function of various muscles.
4. The student will name the components of various joints of the human body.
5. The student will discuss basic anatomy of the neurologic system.

*The student will discuss the principles of the healing process and edema formation.*

6. The student will outline what occurs during each phase of the healing process.
7. The student will discuss the role of the PTA during each phase of the healing process.
8. The student will describe common isolation and sterile techniques a PTA may encounter during patient care.
9. The student will identify the pathophysiology of edema and lymphedema.
10. The student will compare and contrast the complications that arise as a result of acute and chronic edema.
11. The student will discuss the physiology of pain and its effect on the patient.

*The student will discuss basic data collection techniques completed by the PTA prior to beginning a treatment.*

12. The student will complete the appropriate sensory and/or circulatory assessments prior to application of a therapeutic modality.
13. The student will complete anthropometric measurements.
14. The student will administer a standardized questionnaire or visual analog scale to document a patient's pain level.

*The student will demonstrate a general understanding of the concepts and application of a variety of therapeutic modalities, including ultrasound and electrical stimulation.*

15. The student will discuss the categories of physical agents.
16. The student will explain the effects of physical agent use during each phase of the healing process.
17. The student will discuss which modalities are appropriate during each phase of the healing process.
18. The student will justify the use or nonuse of a specific physical agent by demonstrating knowledge of indications, contraindications and precautions.
19. The student will demonstrate the proper application technique for various types of cryotherapy.
20. The student will outline the potential uses of hydrotherapy.
21. The student will demonstrate the proper application technique for various types of superficial and deep thermal agents.
22. The student will discuss the physical principles of ultrasound, including thermal and non-thermal effects.
23. The student will compare and contrast the clinical uses of ultrasound for thermal and non-thermal application.
24. ~~The student will discuss characteristics of the different types of electrical current.~~
25. ~~The student will analyze the clinical use of selected types of electrical stimulation.~~
26. The student will apply the principles of ultrasound and ~~electrical stimulation~~ to implement a treatment plan given a simulated clinical situation.
27. The student will internalize the importance of safety with use of electrotherapeutic agents by describing routine preventative maintenance and safe operation of equipment.

*The student will explain exercise physiology and utilize this knowledge to develop a basic exercise program.*

28. The student will discuss the effects of exercise on a variety of tissues and body systems.

29. The student will apply the principles of biomechanics and muscle flexibility in stretching exercises.
  30. The student will apply appropriate strengthening and/or stretching exercises in situations of muscle imbalance.
  31. The student will discuss rationale and progression of passive, active assistive, active and resistive exercise.
  32. The student will compare and contrast the principles of isotonic, isometric and isokinetic exercise.
  33. The student will follow a basic treatment plan based on the appropriate principles, techniques, indications and contraindications of the various types of exercise.
  34. The student will discuss the impact of aerobic principles in endurance training.
- The student will internalize the importance of professionalism in practice by demonstrating appropriate behavior during lecture and lab sessions.*
35. The student will internalize the importance of professional appearance by demonstrating acceptable grooming and personal hygiene.
  36. The student will present a professional demeanor in all interactions.
  37. The student will respect cultural and personal difference of others by working with a variety of lab partners.
  38. The student will internalize the importance of safe, ethical and legal practice as a physical therapist assistant.
  39. The student will demonstrate the ability to adjust interventions within the plan of care created by the PT in response to the patient's clinical indications.
  40. The student will demonstrate the ability to report any changes in the patient's status to the supervising physical therapist.
  41. The student will recognize when the direction to perform an intervention is beyond that which is appropriate for the PTA to do.
  42. The student will demonstrate the ability to provide patient-related instruction to patients, family members and caregivers to achieve outcomes based on the plan of care established by the PT.
  43. The student will demonstrate appropriate documentation skills that meet the requirements established by the profession, payers, and legal systems.
  44. The student will discuss the importance of reading healthcare literature.
  45. The student will discuss the requirement for interacting with other members of the health care team in patient-care and non-patient care activities.
  - 46.
- The student will understand the pathology and management of osteoporosis.*
47. The student will identify the risk factors for the development of osteoporosis.
  48. The student will identify typical medical diagnosis and management of osteoporosis.
  49. The student will propose modifications to physical therapy assessments and interventions for patients with osteoporosis.
- The student will demonstrate an understanding of pathologies and treatment applications specific to the practice of physical therapy with geriatric patients.*
50. The student will analyze normal age-related physiological changes as they relate to various theories of aging.
  51. The student will outline the benefits of physical activity for the elderly population.
  52. The student will summarize the typical clinical presentation of various geriatric diagnoses.

**SPECIAL NOTES:**

*This syllabus is subject to change at the discretion of the instructor. Material included is to provide an outline of the course and rules that the instructor will adhere to in evaluating the student's progress. However, this syllabus is not a legal contract. Questions regarding the syllabus are welcome any time.*

*Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.*

*Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college's policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.*

*Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670.*