



**PTHA 1405 Basics of Patient  
Course Syllabus: Fall 2020**

*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:00-12:00	1:00-3:00	9:00-12:00	1:00-3:00	9:00-12:00	All hours in office or by Zoom

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description: 4 credit hours**

Lecture/Lab/Clinical: Two hours of lecture and six hours of lab each week  
 Introduction to the theory and application of basic patient handling, functional skills, communication, and data collection techniques.

**Prerequisite(s):** Admission to the program.

Student Learning Outcomes: Identify and describe the theory, principles, and techniques of patient handling and functional skills (1); demonstrate performance of basic patient handling and functional skills (2); demonstrate selected data collection techniques (3); utilize relevant communication techniques (4); describe the principles of therapeutic exercise (5); demonstrate techniques of therapeutic exercise interventions (6); describe theory, principles, and techniques of patient care as it relates to skin integrity (7)

**Evaluation/Grading Policy:**

EVALUATION

Unit Tests (4) . . . . .	40 %
Lab Practical Examinations (3). . . . .	30 %
Pop Quizzes/assignments/lab check sheet/unit quizzes... .	5%
Final comprehensive exam . . . . .	25%

GRADING

- A - 92-100
- B - 83-91
- C - 75-82
- D – 66-74
- F – 65 and below

The PTA program designates 75% as the minimum passing level of achievement. A student must have a 75% course exam average to be eligible to sit for the final exam. In addition, the student must have a 75% lab component average to be eligible to sit for the final exam. Any student receiving a final course average below 75% will not pass the course and subsequently dismissed from the program. If a student does not meet either the exam average or the lab component average of 75%, he/she will not be eligible to sit for the final exam and will fail the course.

### **Required Instructional Materials:**

1. Principles and Techniques of Patient Care, Pierson and Fairchild, 6<sup>th</sup> Edition, Elsevier, 2018.
2. Therapeutic Exercise; Foundations and Techniques, Kisner and Colby, 7<sup>th</sup> Edition, F. A. Davis, 2018

**Publisher:** Elsevier & F.A. Davis

**ISBN Number:** 9780323445849 & 9780803658509

**Optional Instructional Materials:** None

### **Minimum Technology Requirements:**

Daily high speed internet access

Microsoft Word

Power point

Portable storage device such as a Jump drive/Thumb drive

### **Required Computer Literacy Skills:**

Word Processing Skills

Email Skills

### **Course Structure and Overview:**

This is a hybrid class which means class meets for lab twice a week and lecture is online through the learning management system Blackboard. Some assignments are posted online. Pay close attention to deadlines for all assignments. Technical difficulties are not excuse for late assignments!

See course schedule for all reading assignments related to course material.

Exams: There are 4 major exams and a final for this course. There are 3 practical lab exams for this course.

### **Communications:**

Check your NTCC email EVERYDAY. Email is the primary means of communication at NTCC. E-mails will be returned within 24 hours M-R and until Friday at noon. Emails received Friday and on weekends will be returned on Monday.

Text message notifications: You are required in this course to sign up for the text message notifications. This is a tool called REMIND that I use to get information to students quickly. This will

enable you to receive important class announcements and reminders from me via text message so that you will not miss out on any assignment changes or important updates.

## **Institutional/Course Policy:**

### **ATTENDANCE POLICY**

#### *TARDIES AND ABSENCES ARE STRONGLY DISCOURAGED*

The PTA faculty believes that the habits and work patterns established in school will be carried over to the work setting. Therefore, every effort should be made to establish patterns of good attendance and promptness. This applies not only to the technical courses but also the general education and support courses. Student attendance is addressed under student responsibilities in the school catalog. In addition, student attendance and participation is also addressed utilizing the Professionalism Development Rubric. This document provides the student a means to identify and track any area(s) of deficiency regarding professional behaviors; and, to improve in the area(s). For the PTA Program, the following guidelines concerning attendance will be enforced:

1. For every class period missed, one (1) absence is accumulated.
2. A student more than five (5) minutes late or leaving class early with or without instructor permission is considered tardy.
3. Three (3) tardies constitute one (1) absence.
4. After absences (excused or unexcused) in any 4 class periods per semester, the student will be placed on probation. Stipulations of probation will be developed based on the student's history and circumstances surrounding the absences; and conditions for dismissal in the event of a future absence will be included in the probationary contract.
5. Make-up work is required for all absences in order to ensure that the student acquires information and skills presented during his/her absence (see Make-up work section). It is the **student's responsibility** to meet with instructor(s) on the first day back to schedule make-up work and/or lab check-off.
6. Students must notify (voicemail or e-mail) the PTA office in **advance** whenever excessive (>5 minutes) tardiness or absence is unavoidable. **Notification of the student's absence by classmates is not acceptable!**

\*Note: An absence will be excused by provision of a note written and signed by a medical professional; and by uncontrollable or unavoidable extenuating circumstances as documented below. All other absences/tardies will be considered unexcused.

Further explanation of **excused absences** is as follows:

- "A student's serious illness" shall mean a condition such as pneumonia, surgery, hospital confinement, or valid documented medical reason. A physician's documentation verifying illness must be provided.
- "Death in the immediate family" shall be interpreted to mean mother, father, mother-in-law, father-in-law, spouse, child, brother, sister, grandparents, or significant other. Documentation must be provided.
- "Statutory government responsibilities" refer to such matters as jury duty or subpoena for court appearance. Documentation must be provided.
- Inclement weather – see NTCC PTA Program Student Handbook.

## MAKE-UP WORK

### **Due to Absence:**

Each student is responsible for all material and techniques presented in class and labs. If a class is missed, the student is responsible for obtaining from a classmate, information/ notes, handouts, lab work, covered during that absence. It is the **student's responsibility** to schedule a time with the instructor to complete lab check-offs for content missed. Lab check-offs must be made up within one week of the date absent. The student's grade will be lowered **10 points** on the corresponding lab practical for each lab session and check-off not made up within the allocated timeframe. If the student has not "checked-off", any missed lab material/techniques; they will **NOT** be allowed to take the corresponding lab practical and a grade of "0" will be assigned. If a test, lab practical, or special assignment is missed due to an **excused** absence, it is the student's responsibility to consult the instructor the next time the student is on campus about making up a test or turning in an assignment. The student must make-up the missed test or lab practical within one week from the date missed providing **appropriate notification of absence was made prior** to the original test time. Lack of notification prior to exam time will result in a grade of "0" for the missed exam; *notifying classmates to relay the student's absence is not acceptable!*

Assignments due on the date of the excused absence must be turned in the next time the student is on campus; otherwise, the student will receive a "0" for the work missed.

An **unexcused** absence will result in a "0" on a test, lab practical, or special assignment missed; the student will not have the opportunity to make up the work missed work.

One make-up test and/or lab practical due to excused absence, per class, per semester is allowable without penalty. **It is the student's responsibility to set up a time with the instructor to make up the test or lab practical missed.**

### **Remediation:**

In the event a student scores less than a 75 on a lab practical exam, the student **may be assigned remediation** for the previously failed practical components (based on specified course lab practical rubric). Failure to complete remediation satisfactorily (demonstration of proficiency) will result in failure of the course.

### **Due to failure of safety criteria on lab practicals:**

On lab practical exams several areas on each exam are considered to be patient safety criteria or "critical elements"; if a student **fails a patient safety element/criteria, he/she will be required to re-do the lab practical**. The re-do (2<sup>nd</sup>) lab practical cannot be taken on the same day as the failed lab practical. It is the **student's responsibility** to schedule a time with the instructor to re-do the practical and must be scheduled and completed during the instructor's office hours or other established time within the next week. The highest grade that a student can receive on the "re-do" is 75. If a student fails the safety criteria on the lab practical "re-do", the student is given a grade of "0" and automatically fails the course. Only one lab re-do per course, per semester, will be permitted for failure of safety criteria.

## CLASS PREPAREDNESS

Students are expected to complete all reading assignments, as outlined in the course schedule or assigned by the instructor, prior to class time. It is the responsibility of the student to turn in assignments on time. Assignments are due at the beginning of the class period. Late assignments received by the next class period will result in a maximum grade of 75. If assignment is not turned in by the next class period the student will receive a grade of "0" for that assignment.

Students are expected to participate in and perform a variety of physical therapy procedures on each other in lab and the classroom for educational purposes; after practicing each laboratory skill, the student will be asked to present a return demonstration to the instructor at some point

prior to the conclusion of the lab. This participation is vital to the learning process. The student's consent is needed to participate in these procedures.

#### POLICY ON CIVILITY IN THE CLASSROOM

Students are expected to assist in maintaining a classroom environment that is conducive to learning. Inappropriate or distracting classroom behavior is prohibited in order to assure that everyone has opportunity to gain from time spent in class. Inappropriate or distracting language is also prohibited. Should a disruptive classroom incident occur, the faculty member in charge may remove a student. The student has the right to appeal through appropriate channels.

If you bring your cell phone to class or lab, it must be turned off or silent mode. Do not answer your phone in the classroom or lab room. If you are expecting a very important call, please notify the instructor before class regarding the nature of the emergency situation. Keep the phone on silent, and if you receive the call, please step out of the room quietly. Cells phones must be put away, out of sight, during tests.

#### **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

#### **NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

#### PTA PROGRAM ACADEMIC HONESTY POLICY

“Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. **NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook.**”

In addition to upholding the NTCC Academic Honesty Policy, students in the PTA program are required to follow the honor code provided in the program policy and procedure manual. The program honor code states that you will neither give nor receive any unauthorized assistance from any person, paper, or object on any test, paper, examination, or project. This includes talking about lab practical exams, regular exam questions, looking at copies of old tests from previous students, copying or allowing anyone to copy off of your test or assignment, and discussing any aspect of an exam with a student who has not yet taken the test. When using another person's words or ideas, credit should be given to the source. Failure to abide by this policy may result in expulsion from the PTA Program.

Violations of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student and a written warning/contract will be issued if warranted. If there is clear evidence that a violation has taken place, the student will receive a grade of "0" for that test/assignment in question; and the instructor will impose a sanction ranging from a written warning to expulsion from the course with a failing grade.

If the student does not feel that the issue is satisfactorily resolved, the student should contact the PTA Program Director to discuss the matter. If the matter cannot be resolved at that level, the student may contact the Dean of Allied Health, followed by the Vice President for Instruction and Student Development. If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure outlined in the NTCC Student Handbook and in this manual.

### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

### **Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Tentative Course Timeline (\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):**

Reading Legend:

P=Principles and Techniques of Patient Care

T=Therapeutic Exercise: Foundations and Techniques

<u>Date</u>	<u>Topic</u>	<u>Reading</u>
Aug 25	Safety/Communication/Draping	P: pgs.1-10;15-23; CH 5
	Positioning &Check offs	
Sept 27	Vitals (SIM arms)	P: CH 3
Sept 1	*Vitals Check offs (SIM practice)/ Wheelchair Skills	P: CH 7
2-4	<b>Exam I (Testing Center)</b>	
3	<b>Lab Practical I (SIM-STD patients)</b>	
8	<b>Lab Practical I (SIM-STD patients)</b>	
10	Lab Values/Emergency Procedures/ICU	P: CH 10, 12
15	ICU Practice Quiz in Pairs (SIM 9-12)	
17	Sterile Technique/Infection Control	P: CH 2
22	*ICU SIM Quiz/Sterile Technique Check-offs (8-12)	
24	Wound Symposium Guest Speaker (9-12)	P: CH 11
29	Wound Review/Burns	
2-7	<b>Exam II (Testing Center- call to schedule time)</b>	
Oct 1	Body Mechanics/Intro to Bed Mob	P: CH 4
6	*Bed Mobility	P: CH 8(169-183)
8	Transfers	P: CH 8
13	*Transfers/Tilt Table/Ambulation (SIM practice using hospital room)	P: CH: 9
15	Ambulation	
20	*Ambulation	
21WedPM	Student Sign-up for SIM Practical Practice	
22	No class	
22-27	<b>Exam III (Testing Center- call to schedule time)</b>	
27	* <b>Practical II (SIM lab-STD patients)</b>	
29	* <b>Practical II (Sim lab-STD patients)</b>	
Nov 3	Introduction to Ther Ex/ROM/	T: pgs.1-4&35-37;
5	ROM Check offs (pgs. 128- 133 required; rest of chapter optional)	CH: 3; P: CH 6
10	*Stretching/Passive Check offs	T: CH 4
12	Stretching/Active Check offs	
17	Resistive Exercise	
19	*Resistive Exercise/ Manual & Mechanical Check offs Plyometrics and Review	T: CH 6
20-24	<b>EXAM IV (Testing Center)</b>	
Dec 1 (Mon)	<b>Practical III (STD patients)</b>	
2	<b>Practical III (STD patients)</b>	
7	<b>Final Exam Online</b>	

**\*Lab Assistant Scheduled**