

Welcome to the Physical Therapist Assistant Program at the College of Southern Nevada!

The faculty and staff of this program are dedicated to helping you to achieve success in the PTA program and to preparing you to be a skillful, competent, ethical, safe, and professional physical therapist assistant. This will be achieved through a variety of instructional techniques including but not limited to: lectures, laboratory skills practice (competencies), student projects, community involvement and clinical affiliations.

You are embarking on a professional career that will touch and enhance the lives of many people. Your dedication and commitment to the healthcare profession is expected and applauded. We are here to assist you in any way we can.

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Accreditation Status

The Physical Therapist Assistant Program at the College of Southern Nevada is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave, Alexandria, Virginia, suite 100, 22305-3085; telephone: 800-999-2782; email: accreditation@apta.org; website: <http://www.capteonline.org>.

Student Outcomes

Graduation rate: 85% (2 year cumulative 2022-2023)

Licensure examination pass rate: 91% first time, 91% ultimate, (2 year cumulative 2022-2023)

Employment rate: 100% (2 year cumulative 2022-2023) of graduates who sought employment were employed within 1 year of graduation.

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Purpose of the PTA Handbook

This handbook is designed to provide you with information about our expectations of you, the PTA student, throughout your tenure in the PTA program from entry to graduation. It is intended as a resource for information and guidance for your success in the physical therapist assistant program.

This handbook will be a guide for you as you progress through the program and should be used in conjunction with the “Engelstad School of Health Sciences Student Handbook” and the CSN College Catalog and all applicable NSHE Board of Regents policies. The information you will need to know about college-wide policies and procedures will be contained in the “Engelstad School of Health Sciences Student Handbook” and the CSN College Catalog and all applicable NSHE Board of Regents policies. Information specific to the PTA Program will be contained in this handbook.

**Please maintain access to these handbooks so that you may refer to them as necessary.

The Physical Therapist Assistant

Physical Therapy, according to the American Physical Therapy Association (APTA), is a dynamic profession with an established theoretical and scientific base and widespread clinical applications in the restoration, maintenance, and promotion of optimal physical function. Physical therapists are healthcare professionals who help individuals maintain, restore, and improve movement, activity, and functioning thereby enabling optimal performance and enhancing health, well-being, and quality of life. (see more at apta.org)

Physical Therapist Assistants (PTAs) work as part of a team to provide physical therapy services under the direction and supervision of the physical therapist. PTAs implement selected components of patient/client interventions (treatment), obtain data related to the interventions provided, and make modifications in selected interventions either to progress the patient/client as directed by the physical therapist or to ensure patient/client safety and comfort. (see more at apta.org)

The PTA is a graduate of a physical therapist assistant associate degree program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

American Physical Therapy Association

The American Physical Therapy Association (APTA) is the national association for physical therapists and physical therapist assistants. The APTA is our best source for current information on professional issues and concerns. The APTA is the voice of the profession, actively working to represent the physical therapy profession on Capitol Hill and in state legislatures. The association is dedicated to advancing the profession, setting standards, encouraging research, and promoting diversity within the field. Your membership in the APTA is your key to being informed about the topics, trends, and issues that affect the practice of physical therapy and your career.

It is essential that you join the APTA in order to remain abreast of opportunities and advancements in physical therapy. Students receive a discount when joining the organization on a state and national level, as well as any special sections you may choose. As a member of the APTA, you will receive several publications and be afforded many other benefits. The APTA can be a limitless resource during your professional education and your career. Take advantage of all that your professional association has to offer.

As a member of the APTA you will automatically be a member of the Nevada Physical Therapy Association (NPTA). This is your state chapter. Get involved.

APTA
3030 Potomac Ave
Suite 100
Alexandria, VA 22305-3085
800-999-2782
www.apta.org

APTA Nevada
406-543-1823
www.aptanv.org
info@aptanv.org (email)

Mission of the College of Southern Nevada

The College of Southern Nevada empowers our students and communities to achieve, succeed, and prosper.

Mission of the School of Health Sciences

The mission of the School of Health Sciences is to provide quality, student-centered certificate and degree programs. Health programs are offered to meet the needs of state and local communities.

Mission of the Department of Dental Sciences, Diagnostic Evaluation and Rehabilitative Services

The mission of the Department of Dental Sciences, Diagnostic Evaluation and Rehabilitative Services is to provide standards-based certificate and associate degree programs designed to address specific needs of local, state and national communities. The Department is committed to providing an integrated curriculum consisting of the appropriate didactic, laboratory and clinical experiences necessary to prepare a competent healthcare workforce in each program area. The Department promotes the core values of quality, honesty, integrity and professionalism for all programs.

Mission of the Physical Therapist Assistant Program

The mission of the physical therapist assistant program is consistent with and supports the mission of the college, the School of Health Sciences and the Department of Dental Sciences, Diagnostic Evaluation and Rehabilitative Services.

The mission of the PTA program is to produce graduate physical therapist assistants who are capable of providing safe, competent and ethical physical therapy interventions under the supervision of a licensed physical therapist.

PTA Program Goals and Student Outcomes

The program learning environments are varied and designed to meet the educational needs of the students. Lecture, skills laboratories (competencies), clinical affiliations, and independent and group projects are integrated into the curriculum which strives to help students develop their academic, technical, and interpersonal skills. Providing opportunities to develop the qualities of compassion and motivation necessary to be an effective healthcare provider are stressed.

The program faculty provide positive, contemporary role models and an environment which emphasizes the need for individual commitment and continued professional development to further enhance one's knowledge and clinical skill. Professional attitudes and a commitment to serve the community and profession are stressed in class and through participation in local, state and national associations, and in participation in other community health related events.

Graduates of the PTA program will be able to:

1. Practice abilities and critical thinking skills necessary to carry out the physical therapy plan of care.
2. Provide competent, safe and ethical patient care under the supervision of a licensed physical therapist.
3. Cultivate effective, respectful and culturally sensitive communication and interpersonal skills.
4. Use critical thinking skills to assess patient response to treatment interventions and respond appropriately.
5. Formulate educational plans for the patient, family and other providers, and the community related to physical therapy interventions.
6. Critique self-assessment and self-directed lifelong learning.

The success of these outcomes is measured yearly by the following statistics:

Direct measure:

- Successful completion of the final clinical affiliation

Indirect measures:

- PTA graduation rate
- PTA licensure exam pass rate
- PTA employment rate
- Graduate survey
- Employer survey
- Feedback from supervising therapists of student affiliations

Essential Functions

Physical therapy is an intellectually, physically and psychologically demanding profession. The following information is provided to assist the student in better understanding the demands of the physical therapist assistant program and profession, and the abilities needed to successfully and safely complete the classroom, laboratory (competency) and clinical affiliation requirements of the curriculum.

***A student in any Health Sciences program with an approved documented disability can request reasonable accommodations to meet standards. The College will provide appropriate reasonable accommodations but is not required to substantially alter the requirements or nature of any Health Sciences program, which includes extra time for competency testing. Potential students are encouraged to consult CSN's Disability Resource Center, as appropriate, for complete information on the types of accommodations that may be available to assist the student to meet their educational and professional goals.

*****Please note, there will be no extra time given for any lab practical (competency testing) for any student.**

Communication

Communication includes: speech, language, reading, writing and computer literacy. The student must be able to read, write, see, speak, hear and interpret written and verbal communication in English. The student must also be able to appropriately perceive and interpret non-verbal communication as well as display appropriate non-verbal communication. The student must be able to communicate respectfully, effectively, appropriately, professionally and sensitively with faculty, patients, families, caregivers, other healthcare providers and the public. Students must be able to complete documentation and forms according to directions in a complete and timely fashion.

Motor

The student must have the physical strength and coordination to perform complex motor skills necessary to safely provide therapeutic intervention and emergency treatment to patients. The student must possess physical strength, balance, and equilibrium in order to properly and safely transfer, ambulate, and reposition patients with a variety of sizes and impairments, and to move and utilize a variety of equipment. Students must also have sufficient gross and fine motor function and sensation to assess patients through the use of palpation, auscultation, manual muscle testing and other testing/assessment techniques. Students must be able to respond quickly and effectively in a changing environment and especially in response to patient safety issues.

Observation

The student must be able to observe and interpret signs and symptoms visually, auditorially and tactilely for the purpose of safe and appropriate assessment and treatment. The student must be able to observe demonstrations, equipment, and patients at a distance and up close for the purpose of safe and appropriate assessment and treatment. The student must be aware of self and surroundings at all times for the safety of self and the patient. Appropriate observational skills will enable the student to discern normal from abnormal (including emergency situations) to determine a safe and appropriate course of action.

Intellectual/Analytical

The student must be able to measure, calculate, reason, analyze, assess, and synthesize complex information in a timely manner. Problem solving, common sense and critical thinking are skills demanded of a physical therapist assistant and need to be performed in an efficient and timely manner. The student should also be able to comprehend three-dimensional relationships and understand the spatial relationships of structures. The student must have the ability to use computers for searching, recording, storing, and retrieving information.

Behavioral/Social

The student must be able to function effectively under stress and in changing educational and work environments with appropriate respectful, professional, and ethical behaviors. The exercise of sound, professional judgment, and the ability to be flexible are also necessary. Common sense, common courtesy, compassion, integrity, honesty, sincere concern and respect for others, interpersonal skills and self-motivation are all qualities necessary for success in the physical therapy profession.

Safety

West Charleston campus security: 702-651-5613 or x5613 from a campus phone or just pick up any Emergency Phone.

General Information

All students must know and practice CSN safety guidelines at all times while using the classrooms and labs or on affiliations. Safety guidelines will be discussed as each new physical therapy intervention is taught and demonstrated. Students should also refer to the Engelstad School of Health Sciences Student Handbook for specific information on infection control and exposure reporting protocols.

All labs are locked unless occupied by faculty and/or students during class, lab or open lab sessions. Any break in security should be reported to faculty and/or security immediately.

****Students will be instructed in and should be knowledgeable of the care, handling, and proper use of equipment prior to using it.**

- Students should report any allergies, injuries, illness, physical disability, pregnancies, etc. to their instructor as soon as possible. The instructor will determine whether a student is capable of safely performing the necessary skill. A doctor's note may be required for special accommodations and/or release from these accommodations.
- Unauthorized personnel are not allowed in the labs at any time.

Emergency Information

- There are emergency phones in: the anatomy lab, classroom, and the PTA labs. Just pick up the phone and security will automatically be connected.
- Access to the doorways in the classrooms and labs will be evident and unobstructed at all times.
- All doors and cabinets will remain closed when not in use.

Infection Control

- All students shall practice proper hand washing technique/hand hygiene while utilizing labs.
- Gloves are to be worn by students during skills practice as appropriate.
- Non-latex gloves are available for those with latex allergy.
- Refer to the guidelines outlined in the Engelstad School of Health Sciences Student Handbook for additional information and procedures.

Lab Skills

- Students are instructed to practice only those skills for which they have had prior instruction.
- Students are expected to come to lab appropriately prepared/dressed for each skill/technique to be practiced. Please note: bare skin is required to appropriately and accurately palpate, assess, test, perform modalities and other intervention techniques.
- Students should at all times practice safe techniques. Standard precautions should be followed at all times.
- Students will be instructed in and are expected to use proper/safe body mechanics at all times.
- All sharps materials are to be disposed in the appropriate biohazard sharps containers. Sharps are **NEVER** to be discarded in the trash or left out openly in the lab after use is complete.
- Students are responsible for reporting to faculty any equipment problems/maintenance issues such as frayed electrical cords, cracked plugs, broken parts, missing parts, etc.

Professional Behavior

Students are expected to demonstrate the following professional behaviors during all classes, labs, and clinical affiliations in addition to professional conduct as stated in the School of Health Sciences Student Handbook.

- Display respectful behavior to everyone at all times
- Class/lab participation with all classmates
- No hands in pockets or on hips when interacting with patients/faculty/CIs
- No crossed arms when interacting with patients/faculty/CIs
- No eating or drinking or chewing, gum, tobacco or other products
- No wearing hats
- Refer to patient as “Mr.” or “Miss/Mrs.” with last name
- Shake hands upon introduction, as appropriate
- Maintain good eye contact
- Give instructions in layman’s terms
- No sarcasm, humorous or otherwise
- No “street lingo”, i.e. “dude”, “bro”, “girlfriend”, etc
- No continual use of interjections such as: um, like, you know, etc.
- Any other situation deemed disrespectful or unprofessional by faculty/CI.

Critical Safety Elements

All the following safety elements apply to all students at all times, including when role playing the PTA and the patient. All safety elements will be discussed and instructed during the appropriate lecture and lab classes. Students are expected to incorporate all safety elements during clinical affiliations.

- Proper body mechanics
- Proper posture
- Wash hands prior to and after touching patient
- No clutter/trip hazards on the floor, such as electrical cords, backpacks, shoes, equipment, etc.
- No spills on the floor, such as liquids, food, lotions, powder, etc.
- Wearing proper footwear: no sandals, flip flops or other unsecured shoes during lab or lab practical (competency)
- Proper and stable positioning of patient and self for the intervention
- Do not turn your back on your patient
- Do not turn your back on your sterile field
- Appropriate disposal of sterile field/wound care items
- Ensure patients are on stable surfaces, i.e. not on rolling stools
- Ensure correct temperatures of physical agents before using on a patient, i.e. hot packs, paraffin, whirlpool, etc.
- Ensure that your patient rises from and gets off treatment tables toward you
- Check skin before, during and after interventions, especially physical agents, to ensure no adverse effects
- Use gait belt during all transfer and gait training
- Use appropriate level of guarding during all transfer and gait training and therapeutic exercise; and other interventions
- Wheelchairs will be locked with footrests out of the way for all transfers
- No body fluids such as sweat, sneezing, coughing, sputum, blood, urine, etc. shall come in contact with another person either directly, indirectly, or from your hands
- Proper safety instructions are given to the patient and reinforced
- All equipment will be positioned properly so that it does not create a fall or injury risk
- Appropriate handling and disposal of all sharps
- Any other situation deemed by the faculty/CI to put a student/patient at risk for fall or other injury

Failure to adhere to safe and professional practice

- Students are continually monitored by faculty for practice of the above safety skills and professional behavior.
- Students are continually reminded to incorporate safe practice and professional behavior in all classes and lab skills by the faculty.

- If students are not following one or more of the safe practices and/or professional behaviors during classes and lab sessions, it will be brought to their attention, re-instructed as necessary, by faculty.
- If a student fails to follow safe practices and/or professional behavior on a lab practical (competency), they will fail the lab practical (competency) and need to retake it per instructions in the syllabi.
- If a student, at any time, shows blatant disregard for the safety of a classmate, faculty, the patient and/or self, the consequences will be determined on an individual basis. Possibilities include but are not limited to: failure of the lab practical (competency), failure of the class or affiliation, removal from the program.

This will also be reported to the Student Conduct Officer.

Faculty Office Hours

While all PTA faculty embrace an open-door policy and encourage student interaction, some limitations are set in order to ensure meeting the needs of all students.

All full-time faculty have posted office hours. All part time faculty by appointment.

Student Appointment: Time and duration to be determined at appointment scheduling. The appointment will be cancelled if the student is greater than five minutes late.

Attendance, Absenteeism and Tardiness

Attendance at **all** classes and lab sessions is **mandatory**.

Students are required to report to class/lab sessions on time, are expected to be ready for instruction on time and are expected to spend the required time in class. Arriving late and/or leaving early are unacceptable and unprofessional behaviors. It is disruptive to the learning environment for both the instructor and other students.

Students who are absent, tardy and/or leave early will have missed important educational information which may impede their learning and their ability to pass the class.

Students who will be late to/absent from class due to illness or emergency should call/email the appropriate instructor prior to the start of class.

At the discretion of the instructor, students who are late may not be allowed to enter class due to the disruption of the learning environment. This includes returning late from class breaks. Students are responsible for all missed information, skills demonstration/practice, etc.

***Students who are late and/or absent will receive mandatory loss of percentage points per each syllabus.

Classroom and Laboratory Etiquette

1. Students are expected to show respect for all faculty, staff, and classmates at all times.
2. Inappropriate behavior such as offensive/hostile/threatening language and/or offensive/hostile/threatening gestures/touching will not be tolerated. The Unsatisfactory Progress form will be filled out for professional misconduct. Security may be called, and the student may be removed from the class if the offense continues. This will also be reported to the CSN Student Conduct Officer. See CSN catalog and School of Health Sciences Student Handbook.
3. Students are expected to be prepared for class. This includes reading the assigned material, handing in written assignments/projects on time, being prepared for class, tests and lab sessions and lab practicals (competencies).
4. Students are expected to be on time for class and to spend the required amount of time in class.
5. Cell phones and other electronic devices are to be silenced to avoid disruption of the learning environment. Students will not conduct electronic communication in the classroom.
6. Proper laboratory attire is required for all lab sessions. Students must be able to observe, assess, palpate and move body parts and provide treatment interventions on bare skin. Acceptable attire: shorts, sleeveless tops, halter tops. Enclosed, flat shoes with non-skid soles (i.e. gym shoes) will be required at certain times. Bathing suits are required for the hydrotherapy portion of education. Wearing patient gowns will be required at times, especially when access to the back is required. Male students will be required to remove their shirts during some lab sessions.
7. Behavior appropriate to the learning environment/situation is required at all times.

Remediation

There may be times when students find themselves falling behind in mastering the required material. To help the student catch up and be successful, a designated time and area of the lab will be provided to meet with instructors and/or classmates to discuss coursework and/or practice skills. Students may request remediation with the appropriate instructor by appointment. All remediation appointments will occur during open lab time on class days. The appointment will be cancelled if the student is more than five minutes late.

Clinical Affiliations

In order to attend the assigned clinical affiliation, the student must have passed all preceding courses with a grade of 75% or higher.

Clinical affiliations are an integral part of the PTA student's education. Clinical affiliations are designed to provide the student with opportunities to practice skills and competencies acquired during the didactic and lab portion of education. These hands-on, direct patient care experiences will occur in a variety of physical therapy settings under the supervision of a physical therapist. These clinical affiliations are mandatory and must be completed during the scheduled time. Personal arrangements for such things as: work schedule, transportation, childcare, appropriate dress, etc. are the sole responsibility of the student. Students are responsible for their own transportation to and from all clinical affiliation sites. **Students are responsible to act in a respectful and professional manner to everyone.**

All affiliations will be scheduled in the greater Las Vegas area including, but not limited to: Las Vegas, North Las Vegas, Clark County, Henderson, Boulder City, and Pahrump. Students may request out of area affiliations. The ACCE will make every effort to accommodate this request if an appropriate contracted site is available. All expenses incurred as a result of this out of area clinical affiliation assignment are the sole responsibility of the student, including but not limited to: transportation, lodging, meals, entertainment, etc.

The approximate timing of the clinical affiliations is as follows:

Clinical Affiliation Preparation (PT 134) – Integrated physical therapy opportunities will occur throughout the first spring semester as arranged by the ACCE in community settings and on campus. These may occur on any days at any time. They are mandatory.

Clinical Affiliation I (PT 244) - Eight weeks, full time, (40 hours/week) during the last part of the Fall semester of the second academic year.

Clinical Affiliation II (PT 256) - Eight weeks, full time, (40 hours/week) during the last part of the Spring semester of the second academic year.

****Exact dates of each affiliation will be announced during the semester that each affiliation occurs.**

****Each of these clinical affiliations is a credit course. The student MUST register and pay for each clinical affiliation course prior to the start of the semester in which the affiliation occurs, or they cannot attend the affiliation. Each student's file must be complete prior to the scheduling of clinical affiliations or they cannot attend the affiliation. If the student cannot attend the clinical affiliation, this will result in an 'F' grade for the course and removal**

from the program.

****Students cannot participate in a clinical affiliation at their place of employment (current or previous) or where family members are employed.**

****Students are required to follow all policies, procedures, and rules of each particular affiliation site. Students are not considered employees of the affiliation site.**

Attendance Policy

Attendance and punctuality at the clinical affiliation site are mandatory. This is a sign of professionalism. Your clinical instructor will not tolerate you arriving late to the facility. Tardiness affects your patients, facility staff and the reputation of the facility and program. Tardiness may be cause for failure of the clinical affiliation.

Student's exact hours and days of attendance at the clinical site are determined by each particular site and their particular clinical instructor (CI). Students may be required to attend their clinical affiliations on any days, evenings, weekends, holidays, etc. **Students are not permitted to take time off from their clinical affiliation for any reason.** If a student is ill or has an emergency that causes them to miss time from their affiliation, they **must** immediately notify their clinical instructor **and** the Academic Coordinator of Clinical Education (ACCE). **Any missed time, no matter the reason, must be made up at an agreed upon date/time with the current clinical instructor and ACCE.** **There are no "personal days off" allowed.**

Student Files

To participate in the PTA program and the clinical affiliations, students' files must contain certain information as listed below. Files for PTA students are maintained in a locked cabinet in the ACCE's office. Students **cannot** attend any/all of the clinical affiliations if their file is incomplete. It is required that students have the required information in their file by the end of their first semester in the PTA program.

Required file information: (see ESHS handbook for more info on vaccines)

Evidence of the following immunizations or immunity:

- MMR (Measles, Mumps, Rubella) 2 doses
- Varicella Zoster (chicken pox), 2 doses
- Full COVID vaccination
- Tdap, within last ten years
- Annual flu (influenza) shot
- Hepatitis B, 3 dose or 2 dose series.

- TB test requires a two-step process yearly. **Must** be re-tested yearly prior to the expiration date. Chest x-ray and physician report are required if TB test is positive.
- Other immunizations as required by affiliating sites

Copy of the following documents:

- **Current** CPR card. The CPR certification **must** be approved/recognized by the American Heart Association. The certification course **must** contain a hands-on demonstration of skills portion. The CPR card **must** be renewed prior to the expiration date on the card. BLS course recommended.
- Health insurance card. All students **must** maintain current major medical health insurance.

The following signed forms:

from Engelstad School of Health Sciences Student Handbook

- Health Sciences Student Honor Code
- Acknowledgment of Responsibility for Handbook Review
- Declaration of Student Responsibilities
- Waiver of Liability
- Pregnancy Notification/Release Form (as applicable)
- HIPAA Letter of Instruction/Confidentiality
- Substance Abuse Policy Release
- Acknowledgement of Health Insurance
- Health History Questionnaire
- Physical Examination
- Authorization to Release Information

from the Physical Therapist Assistant Program Handbook

- Arrest Information
- Informed Consent
- Photo/Video Release
- Immunizations MOU
- PTA Handbook Acknowledgment of Understanding
- Public Health Directive

Per School of Health Sciences policy, students must also take and pass a drug test. This must be done within 6 weeks prior to the start of each Clinical Affiliation course. CSN has a contract with Castle Branch. Students create their own account with Castle Branch, pay online for a drug test, and take documentation to Quest Laboratories. Students receive their results through their secure online account, print this information and submit it to the ACCE and to their individual clinical affiliation site coordinator. In-depth discussion and instructions will be given to the students prior to attending clinical affiliations. The drug tests must be completed and passed prior to attending any clinical affiliations.

Background checks are also required. This is done through an internet-based company contracted by the college at a reduced student rate. Students will be given information/directions on how to complete this application prior to attending their first affiliation. The report is submitted to the ACCE and to the appropriate affiliation site. The affiliation site will then either accept or reject the student based on its own criteria.

The background check must be completed and passed prior to attending any clinical affiliations.

If a student fails the drug test and/or background check, School of Health Sciences policy will be followed to determine the appropriate course of action. This policy can be found in the Engelstad School of Health Sciences Student Handbook. This may result in removal from the program.

Healthcare facilities are requiring that students on clinical affiliations to be fully vaccinated including fully COVID vaccinated. Students must be vaccinated to ensure affiliation placement.

Inability to place a student at a contracted clinical site will result in a grade of 'F' for the course and removal from the program.

PTA Program Schedule

The following is a **tentative overview** of how the PTA program scheduling works for the two years you are in the program. ***Days and times of classes and affiliations are subject to change.*** Students will be notified of any changes as far in advance as possible.

Please note differences from the college calendar. These differences are necessary to incorporate the appropriate clinical affiliation time and to maintain the necessary in-class time. This schedule is part of the curriculum and cannot be changed to accommodate individual reasons.

Due to the deviation from the college calendar in the second year of the program, it will be very difficult to schedule and attend in-class general education classes. It is highly recommended that you complete all general education classes prior to the start of your second year so that your graduation is not delayed.

****Please note** - All PTA program lecture and lab (competency) courses, and Clinical Affiliation Preparation, must be passed with a grade of 75% or higher to continue in the PTA program. The APTA Clinical Performance Instrument for grading Clinical Affiliations I and II is currently being finalized. Grading information will be updated as soon as possible.

First Year

Fall Semester - Classes will be scheduled Monday through Thursday and follow the college semester dates.

Monday and Wednesday

PT 105 Musculoskeletal Anatomy	12:00-1:20 pm
PT 110 Principles of Kinesiology	1:30-2:20 pm
PT 111 Problems in Kinesiology	2:30-5:20 pm

Tuesday and Thursday

PT 117 Fundamental Principles for PTA	12:30-1:20 pm
PT 118 Fundamental Procedures for PTA	1:30-4:20 pm

Spring Semester - Classes will be scheduled Monday through Friday and will follow the college semester dates.

Monday and Wednesday

PT 122 Psycho-social Considerations	9:00-10:20 am
PT 120 Observation & Measurement	12:30-1:20pm
PT 121 Observation & Measurement Procedures	1:30-4:20 pm

Tuesday and Thursday

PT 134 Clinical Affiliation Preparation	8:00-10:50 and as scheduled
PT 125 Physical Agents	12:30-1:20 pm
PT 126 Physical Agents Procedures	1:30-4:20 pm

Friday

PT 130 Administration in PT	TBA
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Second Year

Fall Semester – Classes begin in mid-August approximately 2 weeks prior to the start of the college calendar semester, and end in late October. Exact starting/ending dates TBA. Followed by Clinical Affiliation I.

PT 225 Principles for Musculoskeletal Pathologies

For the first 2 weeks of class in August, this class will meet Monday through Friday, 12:30-1:50 pm. With the start of the regular semester, class will meet Monday, Wednesday, Friday, 12:30-1:50.

PT 226 Procedures for Musculoskeletal Pathologies

For the first 2 weeks of class in August, this class will meet Monday through Friday, 2:00-4:50 pm. With the start of the regular semester, class will meet Monday, Wednesday, Friday, 2:00-4:50.

PT 238 Pathophysiology I

This is a hybrid class that begins in mid-August and will meet Tuesday and Thursday on an as needed basis for testing and instructor meetings.

PT 240 Orthotics & Prosthetics

This class will begin mid-August. It will meet Monday, 9:30-11:15 am.

PT 250 Principles of Cardio-Pulmonary Pathologies

This class will begin concurrent with the start of the college fall semester. It will meet Tuesday and Thursday, 6:00-7:50 pm.

PT 251 Procedures of Cardio-Pulmonary Pathologies

This class will begin concurrent with the start of the college fall semester. It will meet Tuesday and Thursday, 8:00-9:50 pm.

PT 244 Clinical Affiliation I

Eight weeks at the end of the fall semester, approximately from the end of October through December. Exact dates will be announced at the beginning of the semester. This is an eight week, full time, hands on experience in an assigned physical therapy facility. PTA program fall didactic classes will be completed prior to the start of this affiliation.

Spring Semester - Begins in early January. Exact starting date TBA, approximately 2 weeks before the start of the college calendar semester.

PT 248 Pathophysiology II

This is an online course. Tests scheduled at the testing center.

PT 254 Principles of Neuromuscular Pathologies

For the first 3 weeks of class in January, this class will meet Monday thru Friday evenings,

Time TBA

After these 3 weeks, Days & Time TBA

PT 255 Procedures in Neuromuscular Pathologies

For the first 3 weeks of class in January, this class will meet Monday thru Friday evenings,

Time TBA

After these 3 weeks, Days & Time TBA

PT 256 Clinical Affiliation II

Eight weeks at the end of the spring semester, approximately mid-March through mid-May. There may be no spring break. Exact dates will be announced at the beginning of the semester. This is an eight week, full time, hands on experience in an assigned physical therapy facility. PTA program spring didactic classes will be completed prior to the start of this affiliation.

Interprofessional Education (IPE)

The following information is from the Interprofessional Education Collaborative (IPEC), 2016 update, and may be viewed in its entirety at:

Interprofessional Education Collaborative. (2016).

Core competencies for interprofessional collaborative practice: 2016 update.

Washington, DC: Interprofessional Education Collaborative.

<https://ipecollaborative.org>

This collaborative was developed in 2009 by multiple health care agencies and is supported by the American Council of Academic Physical Therapy (ACAPT).

In 2010, the World Health Organization (WHO) developed the following definition of Interprofessional Education: “When students from 2 or more professions learn about, from and with each other to enable effective collaboration and improve health outcomes”.

Interprofessional Collaborative Practice is “when multiple health workers from different professional backgrounds work together with patients, families, careers and communities to deliver the highest quality of care”.

In 2016 the IPEC reaffirmed the four core competencies of: 1) Values/Ethics for interprofessional practice, 2) Roles and Responsibilities for collaborative practice, 3) Interprofessional Communication practices, 4) Interprofessional Teamwork and team based practice. Each of these four competencies is further defined and includes sub-competencies. An interprofessional professionalism assessment was also developed.

The faculty of the PTA program are actively engaged in IPE. Activities and experiences are continually being developed and enhanced for the PTA students to be involved in. PTA students will learn about, from and with: other CSN health program faculty and students, community health partners and other pertinent agencies and professionals. These activities/experiences will take place both on and off campus throughout the student’s tenure in the program. The goal is to develop the four competencies to be able to provide interprofessional collaborative practice as a licensed PTA in the community.

Intraprofessional Education

Students in the PTA program will also engage in intraprofessional collaboration with the goals of: mentorship, improved communication and support, improved success in the program, and improved teamwork as a student and as a licensed PTA. As each new cohort enters the program, a specific second year PTA student will be assigned to each new student to facilitate the above goals. First and second year students will collaborate on selected projects and lab practicals (competencies) as determined by faculty. PTA students on their clinical affiliations will have a supervising licensed physical therapist and may have a licensed physical therapist assistant as part of the education process.

An example of combined Interprofessional and Intraprofessional education: The PTA program is currently partnered with the non-profit Mobility Clinic. The PTA program provides space for this clinic in which community physical therapists and/or occupational therapists and durable medical equipment (DME) representatives collaborate on initial and/or improved seating and mobility (typically wheelchairs) for disabled community members at no cost to CSN or the community member. The Mobility Clinic provides a real time, enhanced educational experience for the PTA students regarding seating and mobility. The students engage in conversation and questions and answers during the session with all parties involved.

Generic Abilities

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are nevertheless required for success in the profession. Ten generic abilities were identified through a study conducted at the University of Wisconsin-Madison. The ten generic abilities and definitions are:

1. **Commitment to Learning**: The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
2. **Interpersonal Skills**: The ability to interact effectively with patients, families, colleagues, other healthcare professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
3. **Communication Skills**: The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.
4. **Effective Use of Time and Resources**: The ability to obtain the maximum benefit from a minimum investment of time and resources.
5. **Use of Constructive Feedback**: The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
6. **Problem-Solving**: The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
7. **Professionalism**: The ability to exhibit appropriate professional conduct and to represent the profession effectively.
8. **Responsibility**: The ability to fulfill commitments and to be accountable for actions and outcomes.
9. **Critical Thinking**: The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.
10. **Stress Management**: The ability to identify sources of stress and to develop effective coping behaviors.

*Developed by the Physical Therapy Program, University of Wisconsin-Madison, May et al. Journal of Physical Therapy Education. 9:1, Spring 1995.

APTA Guide for Conduct of the Physical Therapist Assistant

The Guide for Conduct of the PTA is intended to serve physical therapist assistants in interpreting the Standards of Ethical Conduct for the PTA of the American Physical Therapy Association. The Guide provides a framework by which PTAs may determine the propriety of their conduct. It is also intended to guide the development of PTA students. The Standards and Guide apply to all PTAs. These guidelines are subject to change as the dynamics of the profession change and as new patterns of healthcare delivery are developed and accepted by the professional community and the public. This Guide is subject to monitoring and timely revision by the Ethics and Judicial Committee of the Association. See apta.org for full information.

Interpreting Standards

The interpretations expressed in this Guide reflect the opinions, decisions, and advice of the Ethics and Judicial Committee. These interpretations are intended to assist a PTA in applying general ethical standards to specific situations. They should not be considered inclusive of all situations that a PTA may encounter. See apta.org for full information.

Standards of Ethical Conduct for the PTA

Standard 1

Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

Standard 2

Physical therapist assistants shall be trustworthy and compassionate in addressing the right and needs of patients and clients.

Standard 3

Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

Standard 4

Physical therapist assistants shall demonstrate integrity in their relationships with patients and clients, families, colleagues, students, research participants, other healthcare providers, employers, payers, and the public.

Standard 5

Physical therapist assistants shall fulfill their legal and ethical obligations.

Standard 6

Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

Standard 7

Physical therapist assistants shall support organizational behaviors and business practices that benefit patients and clients and society.

Standard 8

Physical therapist assistants shall participate in the efforts to meet the health needs of people locally, nationally, or globally.

The APTA House of Delegates in June of 2009 adopted the revised Standards, which became effective on July 1, 2010

See APTA web site (www.apta.org) for complete Guide

PTA Licensure

To ensure the public health and safety of all patients, licensure is required for PTAs to practice physical therapy in the state of Nevada. The PTA must work under the supervision of a PT and must renew their license annually. The rules and regulations are available from the Nevada Physical Therapy Board on their website www.ptboard.nv.gov. You must become familiar with the rules and regulations that you must practice under.

The Nevada Physical Therapy Board requires proof of good moral character to apply for licensure and to sit for the licensure examination.

Please be aware that any of the following violations (not a complete list) may impact your ability to receive a license as a PTA in the state of Nevada:

- Non-compliance with court order to pay child support.
- Habitual use of alcohol and/or drugs.
- Arrested, charged, or convicted of a violation of a Federal Law, State Law, Municipal Ordinance. The applicant must disclose any and all.

Fingerprints are required and a background check will be completed. Any of the above violations may result in your inability to obtain a license as a PTA in the state of Nevada. For further information and complete details, please contact:

The Nevada Physical Therapy Board
3291 North Buffalo Drive
suite 100
Las Vegas, NV 89129
702-876-5535
702-876-2097 fax
www.ptboard.nv.gov

***Please note, if you are planning to practice in a state other than Nevada, you must obtain the rules and regulations for licensure as a PTA particular to that state.

Success in the PTA Program

- **Open and honest** communication is critical. If you are having difficulties with any aspect of your course work or college issues, etc., please discuss these concerns with faculty as soon as possible so that we may help facilitate a solution with you.
- **Open and honest** communication is critical. If you are having difficulties in your personal life that are affecting your course work, please discuss these issues, to the extent you are comfortable, with faculty as soon as possible so that we understand the problems you are facing and may help facilitate solutions to the academic issues with you.
- **Plan** your time effectively and efficiently. Ensure that you have enough time to study, complete assignments, prepare for class, get to class, etc., and balance these with your personal life.
- **Psychological and emotional** support from your classmates, family, and/or friends is essential. The PTA program is difficult, highly rigorous and demanding and time consuming.
- **Ask** questions. If you don't understand what is being said or the material being covered, please ask for clarification.
- **Good** note taking skills are essential. ALS 101 College Success course is available to all students.
- **Good** study habits are essential. ALS 101 College Success course is available to all students.
- **Computer** literacy and access are essential and required. Many college, program, and course documents will only be available online. Many assignments will necessitate online completion. The use of EMR and EHR in healthcare is the new standard. The CSN computer lab and the Nevada public libraries allow computer access free of charge if you do not have your own computer.
- **Making** flash cards about covered material is usually a good study tool.
- **Group** study and group skills practice are excellent tools for reinforcing and refining learned material.

- **Dedication and commitment** to achieving good grades and refining therapeutic skills are essential to success in the program, on the licensure exam and in your PTA career. ***It is of note that students who put forth the minimum effort necessary to pass classes have great difficulty being successful on the licensure exam.***
- **The counseling** office offers help for such things as: test anxiety, test taking tips, personal counseling, etc. Please take advantage of these free services if the need arises.
- **ESHS Retention Specialist**, Marlene Drake, 702-651-5054, available to assist with any challenges toward success in the program.
- **Faculty** are here to help.

Privacy and Confidentiality Policy

Policy - The privacy and confidentiality of students and patients are of the utmost importance and maintained at all times.

Procedures

Students:

- Drug test information only goes to the individual student, the ACCE and the potential affiliation site personnel.
- Background checks are only viewed by the student, the ACCE and potential affiliation site personnel.
- Grade books, exams and student files and any other identifiable documents are kept in locked drawers/cabinets in the appropriate faculty person's office.
- Students must sign a release form in order for information to be released.
- Students sign a release form for the appropriate personal/medical information to be sent to their affiliation sites.
- Students have the option to sign a form denying the release of directory information.
- Students have the option to sign the Photo/Video release form
- Student counseling/advising sessions with program faculty occur in the privacy of the faculty member's office or other appropriate private rooms (i.e. conference room).
- Appropriate draping and modesty of students are maintained at all times when students are acting as simulated patients.

Patients:

- Students sign the “Acknowledgment of Responsibility for Handbook Review” which includes the section “Responsibility of the Student” in the affiliation contract for maintaining patient confidentiality.
- Students sign “HIPAA Letter of Instruction/Confidentiality” which further states the student will maintain patient confidentiality while participating in clinical affiliations.
- Students are instructed in HIPAA regulations in PT 122. Tests are maintained in their student file.
- Appropriate draping and modesty of patients are maintained at all times when students are in an affiliation setting.

Informed Consent Policy

Policy - Students will participate as subjects and/or simulated patients in laboratory and clinical experiences as part of the educational process. At times these sessions may be photographed or videotaped. Students must also submit to drug and background checks in order to participate in the PTA program and its clinical affiliations. Clinical facilities may require further drug and/or background checks.

Procedures:

At the time of enrollment in the PTA Program:

- Students will sign the following forms:
 - “Substance Abuse Policy Release”
 - “Arrest Information”
 - “Informed Consent”
 - “Photo/Video Release”
- Students will fill out a “Health History Questionnaire”
- Student will have a physical exam by a qualified medical practitioner where the questions “Does this individual require any special accommodations?” and “Any limitations to the student’s full participation in a health program?” must be answered. Any “yes” answers will be dealt with on an individual basis in accordance with CSN policy.
- Students will submit to a drug test and background check in accordance with The School of Health Sciences policy and procedure.

Key Fob Policy

Policy – At the beginning of each semester, each PTA student will be issued a key fob. This key fob will allow entry into the two main PTA lab rooms and classroom (A129, A131, A124) as these doors remain locked at all times for safety. Students are responsible for having the key fob with them at all times in order to access the rooms before and during class time and during open lab time. Students are responsible for the safe keeping of the key fob. A fee may be imposed if the key fob needs to be replaced. At the end of each semester and just prior to the start of clinical affiliations students will return the key fob to the program director or ACCE. Students will not access any room when faculty are not present.

Recording Policy

Policy – Students are required to get permission from each individual instructor to record lectures, labs, meetings, etc. This includes voice and video recordings. Students are not allowed to put any recordings on any public website. These recordings are to be used for personal educational purposes only. The instructor may rescind this permission at any time.

Complaints Policy

Policy - Complaints and/or negative feedback (that are not covered by due process) regarding current PTA students, program graduates or the program itself may take various forms: graduate, employer, or patient surveys; evaluations of students on clinical affiliations (written or verbal); written or verbal input from employers or the public. Such complaints or negative feedback will be addressed on an individual basis depending on the source and severity of the information.

Procedure - Issues may be addressed in a variety of ways, including but not limited to: verbal or written response, student learning contract, face to face meeting with all parties involved, discussion at advisory board meetings, curriculum review, etc. All correspondence/follow-up action will be documented and placed in the appropriate file. If necessary, issues will be discussed with the appropriate administrative personnel.

Safety Policy

Policy - Students will adhere to all safety and emergency guidelines as delineated by the PTA program, School of Health Sciences, Campus and College.

Procedures:

- Students will read and follow classroom and lab safety guidelines as outlined in the PTA Program Handbook.
- Students will read and follow safety guidelines for the lab and clinic as outlined in the Engelstad School of Health Sciences Student Handbook.
- All equipment in PTA classrooms and labs will be monitored by faculty and students for safe working conditions. Any equipment found to be broken, have faulty readings or output, or otherwise not in good working order will be taken out of use immediately and either fixed or replaced.
- All equipment will have preventative maintenance and/or calibration a minimum of once a year by a qualified bioengineer with a written report.

Off Campus Educational Experiences Policy

Policy - In an off-campus educational experience or clinical affiliation, students will follow emergency and safety policies and procedures of that particular facility.

Procedures:

- Emergency and safety guidelines of the particular facility will be discussed by the appropriate personnel of the facility prior to or on the student's first day of attendance. This is also stated in the Student Responsibility section of the Clinical Affiliation Agreement.
- Students are responsible for their own transportation to and from these off-campus educational experiences and clinical affiliations.

Safety Determination Prior to Clinical Assignments Policy

Policy - Students are allowed to attend a clinical affiliation only after it has been determined that their treatment intervention and professional/behavioral skills are competent, appropriate, ethical, and safe for their level of education and the curriculum they have been taught.

Procedures:

- Students will have passed **all** preceding program lecture and lab (competency) courses with a grade of 75% or higher.

- Students will have passed **all** preceding lab practicals (competencies) with a grade of 90% or higher. See each specific lab practical (competency) for critical elements, including safety.
- Clinical Affiliation Preparation must be passed with a grade of 75% or higher. Clinical Affiliation I (PT 244): Students must achieve a final Clinical Performance Instrument (CPI) rating of greater than "Advanced Intermediate Performance" on items 1-6 and 14 and a rating of greater than "Intermediate Performance" on items 7-13. Clinical Affiliation II (PT 256): Students must achieve a final Clinical Performance Instrument (CPI) rating of "Entry Level Performance" on items 1-14.
- Students will read and adhere to “Professional Conduct Objectives” and understand the consequences of “Acts of Misconduct” as stated in the Engelstad School of Health Sciences Student Handbook.
- Students will read and adhere to the APTA Guide for Conduct of the Physical Therapist Assistant as stated in the PTA Handbook.
- Students will read and demonstrate the Generic Abilities as stated in the PTA Handbook.
- During clinical affiliations, students will wear name tags identifying them by name and status as a physical therapist assistant student.
- Students will verbally identify themselves as a physical therapist assistant student to all patients, facility staff and other involved persons.

Clinical Agreements Policy

Policy - Students are assigned only to clinical affiliation sites in which a properly executed and current written agreement (contract or MOU) is in place.

Procedure - A list of contracted clinical affiliation sites is maintained by the ACCE and the Dean of School of Health Sciences office. This list also contains other information about the site including the contract start and expiration dates. Original contracts with complete signatures are maintained in the Dean’s office. Copies (electronic or hard copies) of all contracts are also maintained in the ACCE’s office. The ACCE refers to this list of contracts and dates each time students are assigned to clinical affiliation sites to ensure students are assigned only to sites with a current, complete contract.

Clinical Affiliation Grading Policy

Policy – During clinical affiliations I and II, all students will be under the supervision of a clinical instructor who is a licensed physical therapist. Appropriate clinical education portions may be delegated to a physical therapist assistant. The physical therapist will fill out and sign the student clinical affiliation evaluation form (CPI). The PTA Program faculty are solely responsible for assigning the final course grade.

Failure of Clinical Affiliation Policy

Policy - In the event that a student fails a clinical affiliation due to academic and/or professional misconduct issues, the student will be terminated from the PTA program. The student has the right to the grade appeal process per CSN policy and the right to seek reinstatement into the PTA program per the School of Health Sciences policies.

Submission of Required Information to CAPTE Policy

Policy - The PTA Program director and appropriate institution administrator will ensure timely submission to CAPTE the following: Progress reports, CAPTE fees, Annual Accreditation reports, Self-Study Reports, CAPTE student financial fact sheet, reports of graduation rate, performance on state licensing exams, employment rates and other documentation as required/requested. Submissions may include information about the demographics and performance of past and current PTA students.

ARREST INFORMATION

Licensure as a Physical Therapist Assistant: All states require Physical Therapist Assistants to be licensed. To become licensed in the State of Nevada, you must have graduated from a board approved, CAPTE accredited program in physical therapist assistant education and passed the national licensing examination.

In addition to successfully completing a prescribed course of study and passing the national licensing exam, the Nevada Physical Therapy Practice Act (NRS 640.092) requires that the candidates to be licensed must be “of good moral character”. PTA students are advised that if they have been “arrested, charged or convicted of a violation of a Federal Law, State Law, or Municipal Ordinance”, they may be precluded from licensure to practice as a Physical Therapist Assistant in Nevada. If the PTA student falls into the above category, it is suggested that the student contact the Nevada Physical Therapy Board for additional information prior to proceeding in the PTA Program. Applicants are required to disclose this information to the Board.

I have read and understand the above information.

Student Printed Name _____

Student Signature _____

Student ID number _____

Date _____

INFORMED CONSENT

Student to Act as Simulated Patient

I understand and accept that as part of the academic and clinical education to become a PTA (physical therapist assistant) I am expected and required to participate in various lecture and lab classes as a simulated patient. Instructors and other students will demonstrate and practice on me those skills learned in various classes. These skills include, but are not limited to, a variety of: mobility activities, palpation techniques, therapeutic exercises, manual techniques, testing and measurements, and physical agents, etc.

Please note: It is required that assessment techniques and treatment interventions be performed on bare skin for accuracy and safety. Bare skin includes full arms up to and including full shoulder joint, full legs up to and including hip joint, and full back including cervical through upper sacral area. Students must abide by this requirement in all classes with all classmates for the duration of the program. No exceptions.

I understand that there is some risk of injury resulting from my participation in these skills training classes. I further understand that the college cannot ensure that other students will properly apply skills learned in class nor can the college be held responsible for any pre-existing conditions or injuries that I may have which make me susceptible to injury.

If I have any pre-existing conditions or injuries that may make me susceptible to injury from skills training, I will report such conditions or injuries to my instructor. This does not exempt me from participation in required elements.

In the unlikely event that I become injured it must immediately be reported to the instructor of the class and the appropriate college incident report must be filled out. If necessary, appropriate medical intervention and payment for those services are solely my responsibility.

All PTA students are required to provide their own comprehensive medical insurance coverage.

I have read, understand, and will abide by the above information.

Student Printed Name _____

Student Signature _____

Student ID number _____

Date _____

PHOTO/VIDEO RELEASE

I understand that in the course of my education in the Physical Therapist Assistant Program, there may be occasion for my photograph/video to be taken.

I consent to my photograph/video being taken for the purposes of knowledge and education, or in the event the college requests photos for the student catalog, schedule or publicity.

I further understand that I will not be identified by name in these photos/videos.

I have the right to rescind this release in writing at any time.

Circle one: I consent I do not consent

Student Printed Name_____

Student Signature_____

Student ID number_____

Date_____

Immunizations MOU

I have been informed and will abide by the current, and any subsequent, CSN directives for emergency medical/immunization requirements as published on the CSN website (csn.edu).

I have been informed and understand that if I do not have **all** hospital/healthcare facility required vaccinations/immunizations, including COVID, that I will not be able to attend the clinical affiliations that are part of PTA program requirements for graduation. If I am unable to attend clinical affiliations, I will receive a failing grade and will be unable to continue in the PTA program, unable to graduate from the PTA program thus unable to take the PTA licensure exam and gain employment as a PTA.

Student name (print)_____

Student signature_____

NSHE#_____

Date_____

PTA Handbook -Acknowledgment of Understanding

I have read the PTA Program Handbook and acknowledge that I will be held responsible for all information included therein.

I have had the opportunity to request clarification when necessary and I understand and agree to abide by the responsibilities and expectations required of me as a student of the PTA Program.

Student Printed Name _____

Student Signature _____

Student ID Number _____

Date _____

Public Health Directives

Students must follow all active CSN public health directives while enrolled in this program. CSN public health directives are found at <https://at.csn.edu/covid-19>. Students who do not comply with these directives will be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the CSN Student Conduct Code

https://www.csn.edu/sites/default/files/documents/student_conduct_code_policy_1.pdf, including being dropped from the course/program.

Student Printed Name _____

Student Signature _____

Student ID Number _____

Date _____