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**PHYSICAL THERAPIST ASSISTANT DEPARTMENT  
ADVISEMENT FORM**

1. Twenty-six (26) fully qualified students will be admitted to the Physical Therapist Assistant program with the assurance that they will be able to progress to the second semester PTA courses. Entry into the PTA program is based on a competitive admissions process.

The Competitive Admissions process compares the academic strength of applicants with respect to the academic preparation required for a specific Health Science program. An Admissions Committee assesses each applicant's academic performance in the math and science background required for the Health Science program to which they have applied. Offers of admission are made based on an applicant's academic strength compared to other applicants and the number of seats available in a particular program. Meeting the minimum math level and science course background does not necessarily guarantee admission.

2. Since several of our affiliates are out of town, students may be required to leave the immediate geographic area for clinical courses. We can only give you our "best guess" as to where an individual student will be assigned. If we are unable to provide affiliation sites for these twenty-four (24) students, alternative schedules may need to be developed and required of individual students.
3. While attending clinical affiliation, the student may be asked to submit to drug testing or background checks in accordance with zero tolerance policies of specific clinics. Detailed information regarding this policy is found in the Chemical Impairment section of the PTA program policy manual.
4. The first clinical affiliation occurs during the summer semester and the student is responsible for normal summer tuition.
5. The PTA Program is predominately a day program; however some evening courses are required.
6. Students who must interrupt their course of study may be readmitted, by-passing the competitive admissions process, directly into program courses, with permission of the Department Chairperson.
7. Students with (2) failures in a PTA designated course will be dismissed from the program. Once a student begins the clinical laboratory courses (those designated PTA 102 and above), he/she must complete the professional curriculum within three academic years.
8. Each entering candidate must be capable of exercising good judgment, developing empathetic and therapeutic relationships with patients and others, and tolerating close and direct physical contact with a broad and very diverse population of laboratory colleagues and patients. This will include people of all ages, races, socioeconomic and ethnic backgrounds, as well as individuals with weight disorders, physical disfigurement and medical or mental health problems. Each candidate must also demonstrate the ability to foster cooperative and collegial relationships with classmates, instructors, other health care providers, patients and their families. **Hands-on learning will be required and students are used as a mock patient during learning activities.**
9. Academic advising assists students to understand degree requirements; college policies and procedures and to best utilize college services and resources; however, the responsibility to meet course prerequisites and graduation requirements at the intended graduation date, both with respect to selecting courses and to completing them satisfactorily, rests with the student. Students are responsible for keeping track of the status of their own financial aid eligibility and of the coursework that would be covered by that aid. Please recognize that it may not be possible or feasible to provide a student with a schedule that simultaneously meets academic requirements, optimizes eligibility for financial aid or insurance, and meets at times favorable for work, family, and other responsibilities.

## 10. Physical Therapist Assistant Student Essential Functions

The Essential Functions are the nonacademic requirements of each Program. They correspond to the physical, psychological, and professional demands required of a Physical Therapist Assistant. These practitioners perform procedures that impact patient care and safety. For this reason, although SUNY Broome Community College is an Equal Opportunity/Affirmative Action Institution, it is important that every applicant meets certain technical standards (essential functions) to be able to engage in training activities that will not endanger students, faculty or patients.

The minimum goal or expectation of the program is to prepare competent entry-level Physical Therapist Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

With appropriate accommodations if needed, all students must be able to perform activities such as those listed below.

### Physical Functions:

1. Ability to efficiently implement the skills required in performing physical therapy functions using sufficient gross motor coordination and strength.
  1. Lift 1/3 of your body weight.
  2. Help in lifting patients who may be comatose, paralyzed, or otherwise incapacitated.
  3. Lift, move, and push heavy equipment, i.e. Hoyer lift, stretchers etc.
  4. Able to ambulate and safely guard an incapacitated patient to prevent falls.
  5. Able to move patient, and align body parts.
2. Ability to perform delicate manipulations that require good eye-hand coordination and fine motor skills.
  1. Operate computers.
  2. Do such tasks as gloving and gowning.
  3. Operate controls on machinery.
  4. Ability to write legibly and correctly.
3. Ability to read typewritten text and patient data from a computer screen, with or without corrective devices.
4. Ability to communicate orally and in writing instructions and directions to patients and to and from other health care personnel.
5. Ability to navigate efficiently within the classroom, hospital and clinic corridors, passageways, and doorway at a pace consistent with that of other employees.
6. Ability to speak, to hear, and to observe patients in order to elicit information, perceive nonverbal communication, describe changes in mood, activity and posture.
7. Ability to react quickly in emergency situations, to distress sounds, visual distress cues, emergency alarms, and vital sign assessment equipment.

### Psychological Functions:

1. Ability to perform accurately and quickly even under stressful conditions and adapt to changing situations.
2. Ability to exercise independent judgment and think logically in the performance of one's duties.
3. Ability to organize and assume responsibility for one's work.
4. Ability to identify behaviors that would endanger a person's safety and intervene quickly in a crisis situation with an appropriate solution.
5. Ability to react quickly, both mentally and physically.
6. Ability to remain calm, rational, decisive, and in control at all times, especially during emergency situations.

### Professional Functions:

1. Ability to communicate in the English language in a professional, positive, tactful manner with patients and their family members, physicians, nurses, other health care and non-health care employees.
2. Ability to maintain patient confidentiality and exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of one's professional responsibilities.
3. Ability to work carefully while maintaining efficiency and organization.
4. Ability to exercise critical thinking skills to solve problems.
5. Ability to follow written or verbal directions to perform tasks or procedures.
6. Ability to project a well-groomed, neat appearance and maintain cleanliness and personal grooming consistent with close personal contact.
7. Ability to work as a member of a team.
8. Exhibit social skills appropriate to professional interactions.

11. The law requires a licensee in Physical Therapy to be of “good moral character.” On the licensing application, a candidate must answer several questions about criminal charges or convictions that he or she may have been convicted of or any professional misconduct that the candidate may have been charged with if applying as a licensee from another jurisdiction. Charges of this sort may or may not result in a candidate being denied licensure. A panel of three State Board members will hear the case and make a decision about the severity and relevance of the misconduct or criminal charges. There are many factors that are taken into consideration, some of which are the kind of misconduct – it could be as simple as an administrative warning which would probably not prohibit a candidate from getting a license. Or it may be that the candidate has committed a violent crime – which will more than likely result in a negative recommendation by the hearing panel. You may consider contacting the Office of the Professions prior to attending to determine if you are eligible for licensure.

Questions regarding scope of practice, call (518) 474-3817, X180.

Questions regarding certification/application processing unit, call (518) 474-3817, X270  
[opunit3@mail.nysed.gov](mailto:opunit3@mail.nysed.gov).

Office of Professional Misconduct and Discipline, call 1-800-442-8106 or (315) 453-3124. This site contains [information concerning professional misconduct](#), including how to file a complaint and search for disciplinary actions taken against licensees.

12. If you were previously in the Health Studies AAS/AS or ISAT/ISAS degree and would like to finish the degree- you will need to complete the Change of Program form with your current Chairperson stating you would like to be a "Dual Degree" student. You will also need the signature of the Chairperson of the Health Studies degree. Completing the degree will allow you to earn two degrees from the Health Science Division at SUNY Broome, take courses that would apply to higher education if you plan on continuing your education, and possibly allow you to maintain a full-time status. Due to guidelines, if you would like to be a dual major, you are asked to make the decision at the time of advisement and registration into your new program.

13. **Additional expenses for PTA students**

1) Books (including class manuals)	Approx. \$500.00/semester
2) Certification Fee	\$103.00
3) Limited permit Fee	\$50.00
4) Application for State Boards	\$485.00
5) Prometric Fee	\$70.00
(where you take exam)	
6) EHRGO.com	\$45.00/12 week subscription
(dependent on place of purchase)	

Note: These prices are subject to change.

**These fees are as of June 18, 2019**

14. Degree Works

Degree Works is a web-based tool that allows students and advisors to review and monitor student progress toward degree completion. Degree Works organizes academic coursework into blocks of requirements to easily identify which degree requirements are complete and which degree requirements are remaining. The degree audit features easy to read visual cues in a clean, concise layout.

You can find degree works in My College on the quick launch pad or under Student Information Menu.

Additional features

- What If – shows students how progress towards degree completion changes if they change majors
- Look Ahead – dynamically shows how degree progress is affected by future planned courses
- Registration Checklist – This view will show only the un-met requirements.
- Class History – Displays a term-by-term summary of all courses taken, with grades, credits, GPA etc.
- GPA Calculators – shows students how to determine what grades are needed to obtain desired GPA.

Other reasons student should view their Degree Works academic audit

- To be prepared for advising appointment.
- To verify after registering for courses that all courses are applying towards degree requirements.
- To see grades after the end of the semester.
- To verify transfer credits have been processed.
- To make sure new program audit appears after changing programs.
- To know when all degree requirements have been met so an Intent to Graduate Form can be submitted.

15. Volunteer Hours

50 hours **volunteer/service-learning** work in a **HOSPITAL** setting where physical therapy is practiced (must be met prior to enrolling in PTA classes). Good health and physical condition to meet job demands.

I have read and understand all of the above

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date