



**PTA 104**  
**Physical Therapist Assistant Procedures I**  
**MASTER COURSE SYLLABUS**

**\*\*Instructors will provide students with additional course-specific information, including attendance/makeup policies, assignment/test scheduling, and instructor contact information, as necessary and appropriate.\*\***

**Prerequisites:** PTA 102  
**Corequisites:** PTA 103  
**Quarter Offered:** Spring Quarter  
**Class Hours:** 2  
**Lab Hours:** 6  
**Credit Hours:** 4

**Course Description:**

Introduces the basic principles and applications of various physical therapy modalities and treatment techniques. Topics include: bandaging; medical asepsis; and hydrotherapy.

**Student Learning Outcomes:** Upon successful completion of this course, the student should be able to:

- **Bandaging**
  1. Supplies
    - a. State supplies which are needed for dressing an open wound.
    - b. Explain the difference between a bandage and a dressing.
  2. Techniques
    - a. Describe correct sterile supplies handling.
    - b. List reasons for applying dressings.
    - c. Demonstrate the correct technique for removing contaminated dressings.
    - d. Demonstrate correct techniques for applying sterile dressing.
    - e. Show the technique for applying a spiral or figure-eight bandage.
  
- **Medical Asepsis**

1. Introduction
  - a. Define medical asepsis.
  - b. Explain methods by which germs may enter the body.
  - c. Explain ways germs are discharged from the body.
2. Procedures and techniques
  - a. Demonstrate proper hand washing techniques.
  - b. List indications for using a mask.
  - c. Demonstrate the proper technique for applying a mask.
  - d. Describe the technique for proper sterile gown use, removal, and disposal.
  - e. List indication and demonstrate technique for sterile glove application, removal, and disposal.
  - f. Perform all of the above in proper sequence.
  - g. Discuss dangers of contamination in treating hydrotherapy patients.
  - h. Prepare sterile field and sterile equipment.
  - i. Demonstrate appropriate procedures for administering sterile whirlpool treatments.
  - j. Describe and demonstrate universal precaution.

- **Hydrotherapy**

1. Procedures introduction
  - a. List the electromagnetic spectrum as it relates to infrared energy.
  - b. Define hydrotherapy and discuss history of water as a therapeutic agent.
  - c. Explain three methods of heat transfer.
  - d. List and discuss the physiological effects of heat and cold.
  - e. Convert temperatures from Fahrenheit to Celsius and Celsius to Fahrenheit.
  - f. List factors which influence the degree and speed of a patient's in the back yard.
  - g. Discuss the advisability of using heat or cold when training specific conditions.
2. Hot packs
  - a. Describe effects, indications, and contraindications of hot packs.
  - b. Identify proper hydrocollator unit temperature for hot packs.
  - c. Describe and demonstrate safe and appropriate technique for hot pack application.
  - d. Demonstrate hot pack cleaning and worn unit replaced.
3. Cryotherapy
  - a. Define cryotherapy.
  - b. List indications and contraindications for cryotherapy.
  - c. Describe and demonstrate safe and effective cold pack application technique.
4. Paraffin
  - a. List the effects, indications, and contraindications for paraffin use.
  - b. State the temperature ranges for safely applying paraffin.
  - c. Explain and demonstrate the safe and appropriate technique for paraffin application.

- d. Demonstrate paraffin unit cleaning and paraffin mixture replacement.
- 5. Contrast bath
  - a. List the effects, indications, and contraindications of contrast baths.
  - b. Describe and demonstrate safe and appropriate technique for applying contrast baths.
- 6. Whirlpool and hubbard tank
  - a. List the effects, indications, and contraindications in whirlpool and hubbard tank use.
  - b. Describe and demonstrate safe, appropriate techniques in administering whirlpool/hubbard tank treatments.
  - c. Demonstrate proper whirlpool/hubbard tank cleaning and sterilization.
  - d. Explain the various safe and beneficial ranges of water temperature levels for the different kinds of patients.
  - e. Explain and safely operate the hoist lift on the hubbard tank.
- 7. Therapeutic pool
  - a. Describe the effects, indications, and contraindications of a therapeutic pool.
  - b. List the temperature ranges for a therapeutic pool.
  - c. Explain the advantages of using a therapeutic pool.
  - d. Describe the appropriate technique for treating patients in therapeutic pools.
- 8. Massage-soft tissue mobilization
  - a. Perform a massage to any given area of the body demonstrating the following:
    - o Proper preparation of the patient and treatment booth
    - o Proper preparation of the therapist and application of body mechanics
    - o Proper stroke technique, hand position, pressure, rate, and repetitions
    - o Proper organization of massage through muscle groups
    - o A variety of strokes (effleurage, petrissage, friction, and tapotement when indicated)
    - o Areas of body to be included in massage techniques (neck, entire back, upper extremity, lower extremity, and face)

**Grading Scale:** Final course grades will be assigned as indicated below:

Grade	Numerical Equivalent	Grade Point
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0

**Required Textbooks:**

1. Cameron MH: *Physical Agents in Rehabilitation: From Research to Practice* (3rd ed). Philadelphia: Saunders, 2009. ISBN-13: 978-1-4160-3257-1
2. Minor MA, Minor SD: *Patient Care Skills* (5th ed). Norwalk, CT: Pearson, 2009. ISBN-13: 978-0-13-208234-1
3. O’Sullivan SB, Schmitz TJ: *Physical Rehabilitation Assessment and Treatment* (5th ed).

Philadelphia: F.A. Davis, 2006. ISBN-13: 978-0-8036-1247-1

**Supplementary Materials:**

1. Flash drive

**Required Equipment/Tools/Resources:**

1. Computer/Internet access

**Instructional Technologies Employed:**

Learning will occur through lecture, laboratory, discussions, assignments, group projects, and web modules. Students are expected to read all assigned material prior to a scheduled class.

**Attendance:**

Regular class attendance is important and expected. The college considers both tardiness and early departure from class as forms of absenteeism. Students absent from class for any reason are still responsible for all work missed. Instructors have the right to determine whether work missed can be made up and have the liberty to set reasonable expectations for attendance based on frequency of class meetings and on the instructional delivery method, subject, type, and level of the class. Class attendance policies will be clearly stated for students by their respective instructors on separate documents (course outlines/schedules) or appendices to the master syllabus.

**Grading Policy and Criteria:**

- Tests: 40%
- Practicals: 10%
- Project: 5%
- Exercise: 10%:
- Professionalism: 5%
- Final exam: 30%

**Work Ethics:**

To fulfill the responsibility to teach essential workplace ethics, the college evaluates program students on attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, cooperation, and respect. Because students are preparing for employment, it is essential that they become accustomed to standards of behavior in the workplace. At the conclusion of the quarter, faculty members assign separate numerical work ethics grades which appear beside the course letter grades on both transcripts and grade reports. The work ethics grading scale is as follows: 3 (Exceeds Expectations), 2 (Meets Expectations), 1 (Needs Improvement), and 0 (Unacceptable).

### **Academic Honesty:**

Academic honesty is expected at all times. Any student found to have engaged in academic misconduct such as cheating, plagiarism, or collusion is subject to disciplinary sanctions as outlined in the Student Code of Conduct detailed in the *ATC Catalog and Student Handbook*. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. The term “collusion” includes, but is not limited to, the unauthorized collaboration with any other person in preparing work offered for academic credit. Students are advised that faculty routinely use **turnitin.com** both to prevent plagiarism and to assist in verifying when/if it has occurred.

### **Course Withdrawal:**

Students may withdraw from a course without academic penalty until the midpoint of the quarter (as stated in the Academic Calendar published in the *ATC Catalog and Student Handbook*). By withdrawing before the midpoint of the quarter, the student is automatically assigned a grade of W, which does not affect quarterly or cumulative grade point average. Grades of W will affect satisfactory academic progress for financial aid purposes. **Students who stop attending class(es) without formally withdrawing risk earning a final grade of F, which will appear on the academic transcript.** Refer to the *ATC Catalog and Student Handbook* for further details.

### **Clinical Internships**

The college’s agreements with its affiliates that provide opportunities for internship, clinical, practicum, or similar experiences stipulate that we remove immediately any student who violates host site policies or procedures or who fails to observe all rules, regulations, dress codes, and other requirements or expectations of the affiliate at its request. Students are hereby informed that such removal may result in inability to complete required portions of the curriculum (and thus to graduate) and in consequences up to and including dismissal from the program and/or college according to the policies and procedures outlined in the *ATC Catalog and Student Handbook*.

### **Academic Support Center:**

The Academic Support Centers of Athens Technical College (ATC) provide free tutoring for enrolled students. Both instructors and peer tutors provide tutoring in almost all subjects offered by the college. Information about the Center is accessible via the ATC website at [www.athenstech.edu](http://www.athenstech.edu). To find out the specific services available on the Athens, Greene, and Walton Campuses, please call (706) 583-2839. To contact the Academic Support Center on the Elbert County Campus, please call (706) 213-2129.

### **Americans with Disabilities Act:**

Any student who believes he/she is eligible for accommodations in the classroom and/or during testing due to a documented disability is encouraged to contact the Director of Student Support Services at (706) 355-5081, or the Coordinator of Disability Services at (706) 355-5006, to apply for assistance. It is our goal at Athens Technical College to provide equal access to education for all students.

### **Cell Phones and Electronic Devices:**

Students are strictly prohibited from using cell phones and personal electronic devices within college-owned/operated facilities without the explicit permission of a faculty or staff member.

### **Food/Drinks in Classroom:**

Food and beverages (other than water in a sealed container) are not allowed in classrooms/labs.

### **Warranty of Graduates:**

The Department of Technical and Adult Education warrants every graduate of technical programs in which students may earn technical certificates of credit, diplomas, or associate degrees. The warranty guarantees that graduates demonstrate the knowledge and skills and can perform each competency as identified in the industry-validated standards established for every program of study. If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the course/program standards, Athens Technical College will retrain the employee at no instructional cost to the employee or the employer. This guarantee is in effect for two years after graduation.

### **TEACH Act:**

According to the TEACH Act of 2002, Athens Technical College is obligated to advise you that instructional material included in this course may be subject to copyright protection. As such, you must not share, duplicate, transmit, or store the material of this course beyond the purpose and time frame explicitly stated in the syllabus of your course. If you are not certain whether a particular piece of material is covered by copyright protection, you should contact your instructor and obtain his/her written clarification. Failing to observe copyright protection is a violation of law.