

## MEMORANDUM (PROGRAM COPY)

**FROM:** PTA Program Director  
**TO:** Prospective PTA Students  
**DATE:** January, 2019  
**SUBJECT:** Application to the PTA Program

Enclosed please find two copies of this Memorandum, two copies of the Notice to PTA Program Applicants, one Screening Application for the PTA Program, and a policy on Student Background Checks.

**TO BE CONSIDERED FOR THE 2019 – 2020 PTA PROGRAM YOU MUST SUBMIT THE FOLLOWING DOCUMENTS BY 4:00 PM ON MARCH 20<sup>th</sup>, 2019:**

- a signed copy (including all three pages) of this Memorandum**
- a signed copy of the Notice to PTA Program Applicant**
- a completed Screening Application**
- proof of health insurance**, front and back copy of card or a letter stating health insurance will be obtained by first day of class if admitted. Our clinical facilities require that each student has health insurance.
- from the student portal**, print your degree works audit which will include course substitutions that have been approved & noted on your account.
  - **Course substitutions:** after your official transcripts has been processed you may find courses that were not automatically approved. Please contact **your advisor** to determine if any substitutions can be allowed.
  - **Your transcript** should demonstrate that you have successfully completed or be currently enrolled in all of the first-year prerequisite courses (A grade of C or higher is required for transfer of credits into the program (ENGL 1010, PSYC 1030 & Fine Arts). Grades of "D" or "F", or courses with a grade of "incomplete" will not count toward meeting this requirement. For courses that you are currently enrolled in, you are responsible for getting proof of the final grade to the PTA Program prior to the meeting of the Selection Committee.
  - **Transfer students should apply to the college and have official transcripts sent to the Admissions Office as soon as possible to ensure that transfer courses are accepted by VSCC.** Do not assume your transfer courses will be accepted. *\*No transfer course automatically meets the AHC 1100 and AHC 101 course requirements.*
  - **A grade of B or higher is required in the Math and Sciences courses (Math 1130 or Math 1710, BIOL 2010, BIOL 2020, AHC 1100 and AHC 115) to be considered for an invitation to interview.** An applicant that has a C in one of these courses will be considered for admissions, **ONLY** if the Program cannot fill the class with B or better applicants.

**Failure to follow these directions and correctly submit all required documentation will result in your application not being considered for the 2019 – 2020 class.**

**All documents must be received at the address on the Screening Application by 4:00 p.m. March 20, 2019 or your application will not be considered.**

**MEDICAL REQUIREMENTS**

A physical examination will not be required as part of the admission process. However, any applicant accepted into the Program will need to submit the following (at personal expense) **on the first day of class**:

- Proof of freedom from tuberculosis in the form of a negative TB skin test or, if the TB test is positive, proof of a negative chest x-ray. The proof must be current (within the past year). Ideally the test should be performed no sooner than the first week of May 2019 so it will be valid (per most facility's protocols) through the entire clinical education experience.
- Proof of immunity from measles, mumps and rubella (MMR) in the form of evidence of MMR vaccination or evidence of MMR immunity through a MMR titer.
- Proof of immunity from varicella in the form of evidence of varicella vaccination or evidence of varicella immunity through a varicella titer.
- Each student will be required to obtain a Hepatitis B immunization at their personal expense. The Hepatitis B vaccine may require up to three injections at various time intervals. The first injection must have been administered to meet this requirement. Due to new regulations, students who are involved in clinical rotations may not sign a waiver declining the Hepatitis B immunization unless it is due to religious or medical reasons. Questions about this requirement should be addressed to PTA Program faculty members.
- Each student will be required to provide additional medical requirements based on individual clinical site rules and regulations. This could include proof of having had a flu shot (during flu season), having a TB skin testing *within the last 3 months*. In this instance, you will be notified in advance of the requirement.
- Negative Drug Screen needs to be submitted and approved by the director of the program before the first day of class. **Failure to do so will mean forfeiture of your seat in the class.** The cost of the screening is the responsibility of the student. Drug screenings must be performed by an approved vendor.

Any accepted applicant who does not provide the required medical information including proof of a negative drug screen on the **first day of class** will be denied admission and their position will be offered to an alternate! While the medical information need not be submitted with the application, medical appointments should be made now for early-May.

Completion of these requirements does not guarantee admission to the Program. Admission will be competitively determined based upon consideration of previous grades and the results of an interview. You must be ranked in the top 75 applicants based on GPA in order to be asked to interview. You must also meet all requirements established by VSCC for admission, including the college's immunization requirements.

### **ASSOCIATED COSTS IN ADDITION TO TUITION**

Textbooks for the Program represent a significant cost. We anticipate the cost will be approximately as follows: **Summer:** \$700 - \$750; **Fall:** \$400 - \$450; **Spring:** \$100 - \$150. These books will be the start of your professional library and will be used throughout the academic year. You should not anticipate selling the books after each semester.

We expect an additional cost of \$400-\$500 for supplies, review course, competency exam, BLS, APTA

membership, and malpractice insurance. Malpractice insurance is required by the clinical site. This insurance must be in effect at the time of the first clinical rotation. You will be advised about obtaining this insurance after admission. A lab coat or scrubs may be required for some clinical sites.

Each student is responsible for the costs including transportation, additional medical requirements, drug screens, parking, uniforms, etc. that are related to clinical education.

## GENERAL INFORMATION

While some of our students in the past have been able to work part-time, your first priority while in the Program must be completing the requirements of the Program. Clinical and classes will not be arranged around a work schedule. You are advised that some of the classes may meet in the evening and some of the clinical sites may expect you to be present on the weekends. You must be present based on the schedule that is assigned by the clinical site or the PTA Program.

You are required to practice all techniques on a laboratory partner before using the techniques to treat patients. You are also required to serve as the simulated patient for other students. Just as you will be expected to protect the dignity of your patients, your dignity will be protected during laboratory practice. Just as it is necessary to expose portions of a patient's body for effective treatment, you will need to expose portions of your body during laboratory sessions. All non-invasive procedures will be practiced in the laboratory. If you have any questions concerning these procedures, please discuss them with the Program Director prior to entering the Program.

Our mission is to graduate generalist Physical Therapist Assistants. In order to graduate, the student must complete all PTA courses with a grade of (75%) "C" or better. Since the Program does not allow time to repeat a course, a student with less than a (< 75%) "C" in any course will be dropped from the Program.

In order to practice as a Physical Therapist Assistant, the individual must complete the licensure requirements of each state in which he/she wishes to practice. At this time due to legal requirements the first licensure exam available to students graduating from the VSCC PTA Program is in April. Graduation from a Physical Therapist Assistant Program does not guarantee the right to practice.

Admission to the Physical Therapist Assistant Program is competitive. No applicant is guaranteed admission. The faculty has the right to review any feedback received regarding the student's candidacy for admission. There are limited interview slots and interviews will be granted at the discretion of the PTA faculty.

Employment opportunities in Physical Therapy are dependent on Federal and state policies and on the recognition of Physical Therapy by insurance companies. While the number of PTA positions open to new graduates has remained high over the last several years, no graduate is guaranteed employment.

**I certify that I have read and understand the above information.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A SIGNED COPY OF THIS MEMORANDUM (PROGRAM COPY) MUST ACCOMPANY YOUR SCREENING APPLICATION.**

### **MEMORANDUM (STUDENT COPY)**

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**TO:** Prospective PTA Students

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **NOTICE TO PTA PROGRAM APPLICANTS (PROGRAM COPY)**

The size of the 2019-2020 class is tentatively set at 32 students. Students requesting admission to the PTA Program are advised of and must agree to the following:

Clinical assignments are the responsibility of the academic faculty. While the student's concerns may be considered, the final placement decision rests with the academic faculty. All students must complete internships in a variety of settings to meet competencies determined by the academic and clinical faculty. Specialization is not an

option in an entry-level program. In order to complete the Program, all students must successfully complete a total of 15 weeks of full-time clinical work which takes place in 5-week periods required throughout the curriculum. Clinical education must be completed where assigned or the student must withdraw from the Program.

Students may be placed up to 80 miles from VSCC, or 80 miles from their home, whichever is farther. Inability to commute, to drive in city traffic, or to arrange for child care is not an adequate reason to refuse placement. Students should anticipate one or more placements at a considerable distance. Some students may be assigned to facilities that are too distant for commuting (beyond 80 miles from home or campus). Those placements will be voluntary.

Drug screening is required prior to the beginning of each clinical rotation. The cost of the screening is the responsibility of the student. Drug screenings must be performed by an approved vendor. Students who are found to have a positive drug screen will be removed from the clinical rotation and the Program.

Students will be required to complete a student background check per the policy found in this admissions packet. **DO NOT COMPLETE THE STUDENT BACKGROUND CHECK PROCESS NOW!** Due to time requirements, a background check completed in advance may not be accepted. If you are admitted to the PTA Program, you will be advised of the appropriate process related to background checks with your admission letter. You should begin the process within 24 hours of receiving the acceptance letter. Anyone who does not pass the background check or anyone who does not have the process completed by the first day of class will be denied admission to the PTA Program. That student's position will be offered to the next alternate. **Please review the enclosed Policy on student background checks dated August 22, 2005.**

I CERTIFY THAT I UNDERSTAND AND HAVE BEEN PROVIDED A COPY OF THIS DOCUMENT. I CHOOSE TO APPLY TO THE PTA PROGRAM AND WILL ABIDE BY THE ABOVE.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **NOTICE TO PTA PROGRAM APPLICANTS (STUDENT COPY)**

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**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**VOLUNTEER STATE COMMUNITY COLLEGE**  
**Division of Health Sciences**  
**Physical Therapist Assistant Program**  
**1480 Nashville Pike, Bldg. 100, Gallatin, Tennessee 37066**

**SCREENING APPLICATION**  
**2019 – 2020**

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

V number: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Address  
(If different from above) \_\_\_\_\_

VSCC Email address \_\_\_\_\_

Other email address \_\_\_\_\_

Telephone number where you can most often be reached: \_\_\_\_\_

Person to be notified in case of an emergency:      Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I am applying for admission to the 2019-2020 class of the Physical Therapist Assistant Program. I realize admission is competitive and application does not guarantee admission. Since practice as a Physical Therapist Assistant is governed by the licensure regulations of each state, I recognize that graduation from the PTA Program does not guarantee the right to practice. If admitted, I agree to abide by all Program regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application must be accompanied by signed copies of the enclosed Memorandum, the Notice to PTA Program Applicants, plus proof of health insurance or a statement of willingness to obtain insurance.

**The completed application must be in the office of the PTA Program Director by 4:00 pm March 20, 2019 at the above address.**

**Background Check Review Procedures for**

## Currently Enrolled Students

Any student who receives a failing score from the vendor may request that the College review an official copy (student must direct vendor to send an official detailed copy of report to the Health Science Division) of the report.

- \* If a review by College personnel deems that the report is in error (based on the criteria outlined in the current policy) relative to the stated conviction timeframes, the student will be allowed to participate in clinical activities. The detailed copy of the report and a statement of the review indicating a "corrected" passing score will be filed in the Division Office.
- \* If a review by College personnel deems that the report appears to be accurate, but the student desires to introduce extenuating circumstances and/or explanations, the College will contact the student's designated clinical site(s) requesting permission for the student to present to them the detailed report and any supporting information (appropriate site contact information will be provided to the student).

If the site(s) gives a favorable ruling to that review and allows the student's clinical participation at their site(s), both the student and College will be informed of such in writing. The student will be allowed to attend clinical activities. A record of the detailed vendor report and site permission will be filed in the Division Office.

If the site(s) does not grant permission and/or does not uphold the student inquiry, the site will be requested to indicate that in writing to the student and College. The ruling of the site(s) will be final. The student will be withdrawn from the Program.

August 2005