COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Essentials of Data Collection

PTHA 2301

Carol Jackson

Heather Mattingly
Course Description:

Studies assessment techniques used in physical therapy to prepare the physical therapist assistant to assist physical therapy management.

2 semester/credit hours
Clock Hours:
2 Lec hours/week 32 Lec hours/semester
3 Lab hours/week 48 Lab hours/semester

Prerequisites and/or Corequisites:
Prerequisites: Acceptance into the MCC PTA program
Corequisites: Co-enrollment in PTHA 1409 & 1413

Course Notes and Instructor Recommendations:
Meeting days and times:
T/Th 2:30-5:00pm

Instructor Information:
Instructor Name: Carol Jackson, PTA
Work email: carjackson@sw.org
Phone Number: TBA
Office Location: Adjunct instructor workroom
Office hours: by appointment

Instructor Name: Heather Mattingly, PT, MSPT
MCC Email: hmattingly@mclennan.edu
Phone Number: 254-299-8715
Office Location: CSC C200
Office/Teacher Conference Hours: by appointment

Required Text & Materials:
Title: Measurements of Joint Motion A Guide to Goniometry 4th Edition
  • Author: Norkin & White

Title: Muscles: Testing and Function, with Posture and Pain: Includes a Bonus Primal Anatomy CD-ROM
  • Author: Kendall
MCC Bookstore Website

* Click Here for the Minimum System Requirements to Utilize MCC’s Blackboard (www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC’s Blackboard learning management system.

Methods of Teaching and Learning:
Instructional methods utilized in this course will include lecture, demonstration followed by student performance of specific techniques and skills, discussion groups, group projects, and discovery learning. Audio-visual materials will be utilized whenever possible.

Student learning outcomes will be measured by written exams, quizzes, performance on skills practicals, and student assignments.

Course Objectives and/or Competencies:

Upon successful completion of this course, the student will be able to:

1. Perform data collection and measurement techniques specific to physical therapy. (C3.1, C5.1, C5.2)
2. Utilize data collected for the decision-making and problem-solving necessary to enhance physical therapy management. (C3.2, 3.3, 5.3)
3. Describe data collection and measurement techniques utilized in fitness assessments. (F1.4)
4. Define body mass and body composition.
5. Measure height, weight, and body fat composition (using calipers). (C3.1, C5.1, C5.2)
6. Calculate BMI (Body Mass Index). (F1.3)
7. Identify common environmental barriers that impact patient function.
8. Describe tests and measures used to identify environmental barriers.
9. Discuss the concepts of health status, impairment, functional limitation and disability.
10. Describe tests and measures used in functional assessment.
11. Discuss the importance of functional and environmental assessment in overall rehabilitation planning.

12. Discuss muscle testing as a measurement tool.

13. Describe the role of the PTA in the performance of manual muscle testing. (C4.1)

14. Describe the manual muscle testing grading system in detail.

15. Explain the role MMT plays in the development and implementation of the patient's therapeutic exercise program.

16. Demonstrate and explain correct techniques for measuring muscle strength. (C5.1-5.3, F2.1-2.6)

17. Document results of MMT. (F1.1, 1.2)

18. Discuss goniometry as a measurement tool.

19. Describe the role of the PTA in the performance of goniometry. (C4.1)

20. Name the normal ranges of motion for each joint in the upper and lower extremity.

21. Demonstrate and explain correct techniques for measuring joint range of motion. (C5.1-5.3, F2.1-2.6)

22. Document results of goniometric measurements. (F1.1-1.3)

23. Describe the components of normal posture for standing, sitting, and supine.

24. Identify major components of posture and characteristics of postural dysfunction and faults.

25. Identify major components of gait and characteristics of gait dysfunction.

26. Given a patient scenario, select appropriate measurement techniques in a role-playing situation. (C1.1, 1.3, 2.1, 5.1-5.3, F1.1, 1.3, 2.2, 2.3)

27. Utilize relevant communication techniques.

28. Identify various sources of information (textbooks, professional journals, films, slides, etc.) for the purpose of gaining additional knowledge/insights in the various areas/topics presented in this course. (C3.1, F1.1, 2.5, 3.4)

29. Assume responsibility for seeking additional learning experiences. (F2.5, 3.1, 3.2, 3.4)

30. Display safety consciousness in the lab setting. (C2.3, F2.2, 2.6, 3.1)
31. Maintain a clean and orderly lab working area. (C1.3, F3.1)

32. Work with assigned lab partners in a positive and constructive manner in order to accomplish tasks. (C2.1, 2.6, F3.1, 3.3, 3.4)

COURSE OUTLINE:

I. Introduction to Assessment Skills
II. General Patient Observation
III. Data Collection:
   A. Intro/outcome measures
   B. Fitness
   B. Environment
   C. Functional Level
   D. Posture
   E. Gait
   F. Goniometry
   G. Muscle Length Tests
   H. Muscle Testing

SCANS Criteria
The Secretary’s Commission for Achieving Necessary Skills, or the SCANS criteria, is incorporated into the learning outcomes and activities for the course. They are identified in each general course objective as well as in each specific course objective or learning outcome and address basic skills and workplace competencies:

- Maximize resource allocations (C01)
- Employ interpersonal skills (C02)
- Use information skills (C03)
- Use systems concepts (C04)
- Use technology (C05)
- Enhance basic skills (F01)
- Apply thinking skills (F02)
- Display appropriate personal qualities (F03)

Course Outline or Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/23</td>
<td>Intro to Data/ Assessment tools</td>
</tr>
<tr>
<td>8/25</td>
<td>Open Lab</td>
</tr>
</tbody>
</table>
## Essentials of Data Collection

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/30</td>
<td>Adult Fitness Examination (AFE)</td>
</tr>
<tr>
<td>9/1</td>
<td>Geriatric Fitness/special populations</td>
</tr>
<tr>
<td>9/6</td>
<td>Patient mentation/orientation</td>
</tr>
<tr>
<td>9/8</td>
<td>Written Exam #1</td>
</tr>
<tr>
<td>9/13</td>
<td>Posture Lecture and Lab</td>
</tr>
<tr>
<td>9/15</td>
<td>Gait Assessment</td>
</tr>
<tr>
<td>9/20</td>
<td>Gait Lab</td>
</tr>
<tr>
<td>9/22</td>
<td>Environmental/architectural assessment and lab</td>
</tr>
<tr>
<td>9/27</td>
<td>Written Exam #1</td>
</tr>
<tr>
<td></td>
<td>AFE packet due</td>
</tr>
<tr>
<td>10/4</td>
<td>Hip</td>
</tr>
<tr>
<td>10/6</td>
<td>Hip</td>
</tr>
<tr>
<td>10/11</td>
<td>Knee/ankle</td>
</tr>
<tr>
<td>10/13</td>
<td>Knee/Ankle</td>
</tr>
<tr>
<td>10/18</td>
<td>EXAM 2</td>
</tr>
<tr>
<td></td>
<td>SKILLS PRACTICAL 1</td>
</tr>
<tr>
<td>10/20</td>
<td>SKILLS PRACTICAL 1</td>
</tr>
<tr>
<td>10/25</td>
<td>Shoulder</td>
</tr>
<tr>
<td>10/27</td>
<td>Shoulder</td>
</tr>
<tr>
<td>11/1</td>
<td>Elbow</td>
</tr>
<tr>
<td>11/3</td>
<td>Elbow/Wrist</td>
</tr>
</tbody>
</table>
Course Grading Information:
GRADE COMPILATION:

<table>
<thead>
<tr>
<th>Written Tests (3)</th>
<th>30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
<tr>
<td>Skills Practical (2)</td>
<td>30%</td>
</tr>
<tr>
<td>Notebook</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes &amp; Assignments</td>
<td>15%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Grade Requirements:** A student must have a combined average of 75% on all written exams and a minimum of 75% on each skills practical in order to receive a passing grade for this course. In addition, any student scoring below 75% on a skills practical will be required to repeat that skills practical. A maximum of one skills practical may be repeated during the semester for a maximum grade of 75%. **There will be no make-up exams for written exams or skills practicals except with permission from the instructor for excused absences only (i.e. death in family, illness with note from MD, acts of God, etc).**

*Any student who receives a D or below for the course may not continue in the PTA program,*
Preparation for Lab:
All students must be prepared for lab sessions at all times, and appropriate lab clothing must be worn. Students who do not have appropriate lab clothing will be required to wear a hospital gown or other attire provided by the instructor, or that student will not be allowed to participate in lab. Jewelry that may be worn during lab (although it may need to be removed for certain skills/procedures) includes wedding bands/rings, watch, small chain necklace, or small stud earrings worn in the ear. All other jewelry must be removed prior to lab. Fingernails must be trimmed short and modestly. Good personal hygiene is an expectation both in lab as well as clinical affiliation.

Skills Practical Assessments:
Proof of completion of lab skills assessments, or check offs, of the skills to be tested will be required prior to taking the skills practical. A student must demonstrate proficiency and competency (safe, effective, reasonable time) on each skill. Students may not attempt to check off on a skill with the instructor until they have been "checked off" by a fellow student. All skills covered in lab prior to the skills practical must be checked off prior to the lab practical. Otherwise, it will count as a failure and the student will be required to repeat that skills practical for a maximum grade of 75. Only one skills practical can be replaced with the maximum grade of 75 per semester.

Critical Safety Skills:
Demonstrating mastery of specific critical safety skills is necessary in order to pass each skills practical. Competency with critical safety skills indicate that a student carries out intervention per the plan of care in a manner that minimizes risks to the patient, self, and others. Failure to demonstrate mastery of any one of these critical safety skills will require the student to re-take the skills practical for a maximum grade of 75. These skills will be specified upon the grade sheet/rubic for each skills practical. Critical safety skills for this course include:

- Ability to follow and appropriately carry out the POC established by the PT.
- Safe implementation of the POC based upon patient diagnosis, status and response to intervention without placing the patient in jeopardy of harm or injury.
- Ability to accurately obtain and record data from patient without causing injury or harm.

Late Work, Attendance, and Make Up Work Policies:
ATTENDANCE:
Attendance is essential for attainment of course objectives and skills competencies. A student who is more than five (5) minutes late is considered tardy, a student who is more than 30 minutes late is considered absent, a student who leaves more than 10 minutes early without instructor permission is considered absent for the day and
three (3) tardies will constitute one absence. This policy is enforced for BOTH lecture and for lab times. Excused absences will not count against the student. Excused absences include Acts of God (ie weather events), death in the family, documented medical illnesses, court obligations. Determination of excused versus unexcused is at the discretion of the instructor of the course. Students should not schedule routine appointments during class time – those will not be excused.

Two (2) absences or absence from 2 lecture hours: verbal warning
Three (3) absences or absence from 3 lecture hours: written warning
Four (4) absences or absence from 4 lecture hours: program probation
Five (5) absences or absence from 5 lecture hours: withdrawal from program

Absences from lab will be handled following the above policy, but hours missed from lecture and lab will not be combined to penalize the student. Make-up work may be required for absences in order to ensure that students acquire information and skills presented during their absence. Students must notify the PTA office in advance whenever tardiness or absence is unavoidable.

Students should not schedule travel events during any class day from the first day of the semester to the last day of finals per the college calendar. Students who plan travel and miss course content or exams will receive a grade of 0 unless prior written approval is given by the faculty for an excused reason (i.e. death in the family, etc.). It is the student’s responsibility to attain the information that is missed due to his/her absence.

Re-take Policy:
***grades that must be greater than 75% to pass the course are deemed so due to critical safety in clinical practice. Critical safety is further addressed in the syllabus in the Lab Skills and Skills Practical section.***

Grade Requirements: A student must have a combined average of 75% on all written exams and a minimum of 75% on each skills practical in order to receive a passing grade for this course.

- Any student scoring below 75% on a skills practical will be required to re-take that skills practical.
- A maximum of one skills practical may be repeated one time (one re-take) during the semester for a maximum grade of 75%. (Failure of two skills practicals in a course per semester will cause the student to not be able to progress in the program.)
- If a student fails a skills practical, policy requires two faculty graders for the re-take of the skills practical. If a student fails a re-take on a skills practical, it will result in failure of the course. Failure of the course will prohibit the student from progressing in the program and result in dismissal from the program.
- Students who have failed a skills practical are required to complete their re-take PRIOR
to the next scheduled practical. Failure to do so will be considered a failure of the re-take.

- It is the STUDENT’S responsibility to coordinate scheduling of the re-take by meeting with the primary instructor and requesting a second faculty grader.
- It is the STUDENT’S responsibility to select another student to be his/her patient for the re-take and ensure that the selected student is available at the chosen time of the re-take.

STUDENT RESPONSIBILITIES:
It is the responsibility of the student to come to class having read the assigned material and ready to participate in discussion and activities. This will provide a more positive learning experience for the student. It is also the responsibility of the student to turn in assignments on time. Assignments are due at the beginning of the class period. Late assignments will not be accepted unless it is due to a documented excused absence.

**Student Behavioral Expectations or Conduct Policy:**

**Generic Abilities & Professional Behaviors:**
Students are expected to maintain a professional classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Students in the Physical Therapist Assistant program have willingly applied for and entered into a professional degree program. Implicit in professional degree programs is the need to develop the student’s professional behaviors as well as minimum basic entry level competencies. The tool utilized in the PTA Program is the Generic Abilities form. Students will be evaluated on a continual basis throughout the program in classroom, lab activities, clinical activities, and interaction between fellow students, faculty, and instructors. If a student is found to be lacking in any area of the generic abilities, the student will be called in by the faculty member who will fill out the form and review any deficiencies. The faculty member, and if deemed necessary the program director, will then discuss with the student a plan of action to assist the student in development in the areas that have been deemed deficient.

Any student who persists with the same deficiencies with no improvement in professional behavior over 3 different episodes may be dismissed from the program based upon lack of progress in professional behavior.

It will also be at the faculty member’s discretion to take 2 points from the student’s final grade for each documented episode related to unprofessional behavior.
A short description of the Generic Abilities follows and specific forms for assessment will be made available on Blackboard.

**Cell phone policy:**
Cellular telephones and personal telephone calls – students are NOT to receive or place telephone calls or texts during class. Cellular telephones are to be turned off or set to vibrate before entering the classroom. Messages may be left with the Health Sciences division secretary Grace Kling at 299-8568 or akling@mclennan.edu. Messages for a student during an emergency will be delivered immediately.
**Attachment #10 Generic Abilities**

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the 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 at Madison in 1991-1992. The ten abilities and definitions developed are:

<table>
<thead>
<tr>
<th>Generic Ability</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Commitment to learning</td>
<td>The ability to self-assess, self-correct, and self-direct; to identify needs</td>
</tr>
<tr>
<td></td>
<td>and sources of learning; and to continually seek new knowledge and</td>
</tr>
<tr>
<td></td>
<td>understanding.</td>
</tr>
<tr>
<td>2 Interpersonal skills</td>
<td>The ability to interact effectively with patient, families, colleagues,</td>
</tr>
<tr>
<td></td>
<td>other health care professionals, and the community and to deal effectively</td>
</tr>
<tr>
<td></td>
<td>with cultural and ethnic diversity issues.</td>
</tr>
<tr>
<td>3 Communication skills</td>
<td>The ability to communicate effectively (speaking, body language, reading,</td>
</tr>
<tr>
<td></td>
<td>writing, listening) for varied audiences and purposes.</td>
</tr>
<tr>
<td>4 Effective use of time and</td>
<td>The ability to obtain the maximum benefit from a minimum investment of time</td>
</tr>
<tr>
<td>resources</td>
<td>and resources.</td>
</tr>
<tr>
<td>5 Use of constructive feedback</td>
<td>The ability to identify sources of and seek out feedback and to effectively</td>
</tr>
<tr>
<td></td>
<td>use and provide feedback for improving personal interaction.</td>
</tr>
<tr>
<td>6 Problem-solving</td>
<td>The ability to recognize and define problems, analyze data, develop and</td>
</tr>
<tr>
<td></td>
<td>implement solutions, and evaluate outcomes.</td>
</tr>
<tr>
<td>7 Professionalism</td>
<td>The ability to exhibit appropriate professional conduct and to represent</td>
</tr>
<tr>
<td></td>
<td>the profession effectively.</td>
</tr>
<tr>
<td>8 Responsibility</td>
<td>The ability to fulfill commitments and to be accountable for actions and</td>
</tr>
<tr>
<td></td>
<td>outcomes.</td>
</tr>
<tr>
<td>9 Critical thinking</td>
<td>The ability to question logically; to identify, generate, and evaluate</td>
</tr>
<tr>
<td></td>
<td>elements of logical argument; to recognize and differentiate facts, illusions,</td>
</tr>
<tr>
<td></td>
<td>assumptions, and hidden assumptions; and to distinguish the relevant from</td>
</tr>
<tr>
<td></td>
<td>the irrelevant.</td>
</tr>
<tr>
<td>10 Stress management</td>
<td>The ability to identify sources of stress and to develop effective</td>
</tr>
<tr>
<td></td>
<td>coping behaviors.</td>
</tr>
</tbody>
</table>

Technology Devices:
Video & Tape Recordings: Students may only tape record or video class activities and instructors with permission of the instructor and in no circumstance are allowed to post recordings on any internet site or social network site. The recording may only be utilized by the individual. Students who do not remain in compliance with this policy will be written up, put on probation, or potential dismissed from the program based upon the extent to which the policy has been disregarded.

Personal Computer Use: Personal computers are allowed in the classroom and lab for class purposes only i.e. following PowerPoint presentations, taking notes, etc. Any student found utilizing his/her personal computer for any other purpose other than the current classroom activity may be asked to leave the classroom. Examples include but are not limited to: surfing the internet, checking e-mails, watching programs on the computer, etc.

MCC Academic Integrity Statement:
The Center for Academic Integrity, of which McLennan Community College is a member, defines academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.” Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

Academic Integrity Statement:
Students are expected to refrain from academic dishonesty. This includes any conduct aimed at misrepresentation with respect to a student’s academic performance. Examples of academic dishonesty include: cheating or collaborating on written exams, plagiarism, collaborating with others if contrary to stated guidelines for assignment or skill, providing students who have not completed skills practicals with information related to the exam, and intentionally assisting another student in any dishonest action. Violations of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student, and a verbal warning will be issued if warranted. If there is clear evidence that a violation has taken place, the instructor may impose a sanction ranging from a written warning to expulsion from the course with a failing grade.
If the student does not feel that the issue is satisfactorily resolved, the student should contact the PTA Program Director to discuss the matter. If the matter cannot be resolved at that level, the student may contact the Division Director of Health Sciences, followed by the Dean of Workforce Education. If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure. The Student Grievance Procedure is outlined in the Highlander Guide: MCC Student Handbook.

* [Click Here for the MCC Academic Integrity Statement](www.mclennan.edu/academic-integrity)  
The link above will provide you with information about academic integrity, dishonesty, and cheating.

* [Click Here for the MCC Attendance/Absences Policy](www.mclennan.edu/highlander-guide-2014-15/policies)  
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

**Disabilities/ADA Statement**

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

Laura Caruthers, Success Coach, Disability Services  
disabilities@mclennan.edu  
254-299-8122  
Room 249D, Completion Center, in the Student Services Center

* [Click Here for more information about Title IX](www.mclennan.edu/titleix)  
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinators at
titleix@mclennan.edu or to call Dr. Drew Canham (Vice President for Student Success) at 299-8645 or Missy Kittner (Director, Human Resources) at 299-8514. Individuals also may contact the MCC Police Department at 299-8911 or Counseling Services at MCC by calling 299-8210.

McLennan’s Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link’s information.