

Physical Therapist Assistant Program



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Student Information

&

Application Packet

(Applications are subject to change year to year)

Fall 2018 Enrollment

Table of Contents

Letter from Physical Therapist Assistant Program Director	3
What is Physical Therapy?	4
7 Core Values of Professional Conduct in Physical Therapy	4
Who is the Physical Therapist Assistant?	4
Physical Therapist Assistant Program Goals and Objectives	4-5
Mission and Philosophy of the Physical Therapist Assistant Program	5
History of PTA Program at Great Falls College MSU	5
Program Cost	5-6
PTA Program Requirements Prior to Admission	6
Additional Steps for PTA Program Application	6-7
PTA Program Curriculum	8-9
Observation Hours	9
Optional Experiences to Earn Additional Points	9-10
Enrollment in the Physical Therapist Assisting Program	10
Helpful Phone Numbers	10
Transferability of Courses	10-11
Requirements Following Acceptance to the PTA Program	11
Essential Functions for the Physical Therapist Assistant	12
PTA Program Selection Criteria	12
Application Packet Cover & Check-Off Sheet	13
Application Evaluation Sheet	14
Student Immunization and Verification Form	15
Technical Standards	16
Observation Form	17
Mailing Instructions	18

Dear Prospective Physical Therapist Assistant Student,

I am thrilled that you are interested in the Great Falls College Montana State University's (GFC MSU) Physical Therapist Assistant Program. Physical therapy is a wonderful profession. As a physical therapist for over ten years, I have found it to be a very challenging and rewarding career.

Physical Therapist Assistants (PTAs) work closely with the physical therapist (PT) and with many other healthcare providers. PT and PTAs are dedicated to using their knowledge, expertise, and compassion in the treatment and prevention of disease processes affecting an individual's function. Observing either a PT or PTA is a necessary and essential part of learning about the physical therapy profession. The experience will give you a better understanding of the commitment needed to be successful during your education in the physical therapist assistant program and ultimately in the profession.

Great Falls College MSU's Physical Therapist Assistant Program has a limited enrollment capacity. **Twenty new students are enrolled in the fall of each year.** The small size is advantageous to our students, allowing more individualized attention and a greater amount of hands-on experience. Of course, with all advantages there are disadvantages. Limited enrollment lends itself to a competitive student selection process. It is important to review and understand our selection process when exploring this area of study.

Information about the profession, the program itself, and application materials for **fall 2018** entry are enclosed. **Please read these materials carefully.** For additional information, answers to specific questions, a campus tour, or to set up an appointment, please contact Student Services at (406) 771-4414 or Brad Bechard PT, DPT, Physical Therapist Assistant Program Director at (406) 771-5134. Information can also be found at www.gfcmsu.edu.

With increasing life expectancy and improved medical technology, access to physical therapy services is more important than ever. Making a commitment to becoming a physical therapy professional will not prove to be just a job, but a lifelong fulfilling career. I want to thank you for your interest in the Physical Therapist Assistant Program; hopefully the following information will enlighten you about our program and the profession.

Sincerely,



Brad Bechard, PT, DPT
Director, Physical Therapist Assistant Program

PTA Program Director Contact Information:

Brad Bechard, PT, DPT
Director, Physical Therapist Assistant Program
Great Falls College MSU
2100 16th Avenue South
Great Falls, MT 59405
Office: A214
Ph: (406) 771-5134
Fax: (406) 771-4317
bradley.bechard@gfcmsu.edu

What is Physical Therapy?

Physical Therapy is the care and services provided by or under the direction and supervision of a physical therapist. More than 750,000 individuals are treated every day in the United States. The practice of physical therapy consists of diagnosing and managing movement dysfunction by enhancing physical and functional abilities. It consists of clinical applications that help to alleviate pain, prevent the onset or progression of limitations or disability, and prevent changes in health status that occur as a result of disease, disorders, conditions and injuries. Physical therapy interventions can also restore health, maintain overall wellness, improve fitness, and provide quality of life as it relates to movement and health.

7 Core Values of Professional Conduct in Physical Therapy:

- Accountability
- Altruism
- Compassion/Caring
- Excellence
- Integrity
- Professional Duty
- Social Responsibility

Who is the Physical Therapist Assistant?

Physical therapist assistants (PTAs) provide physical therapy services under the direction and supervision of a physical therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs work in a variety of settings including hospitals, private practices, outpatient clinics, home health, nursing homes, schools, sports facilities, and more. PTAs must complete a 2-year associate of applied science degree and are licensed, certified, or registered in most states. Care provided by a PTA may include teaching patients/clients exercise for mobility, strength and coordination, training for activities such as walking with crutches, canes, or walkers, massage, and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation.

The PTA contributes to society and the PT profession through the provision of physical therapy services, teaching, and administration.

Physical Therapist Assistant Program Goals and Objectives:

The Physical Therapist Assistant program is designed to graduate individuals who are knowledgeable, competent, self-assured, adaptable, and service-oriented patient/client care providers performing their duties within the ethical and legal guidelines of the physical therapy profession as entry-level physical therapist assistants having successfully passed the National Physical Therapist Assistant Examination (NPTAE). Graduates from the program are prepared to work in a variety of healthcare settings including acute care, outpatient, rehabilitation, and extended care.

Following graduation from the PTA program, students will have accomplished these 5 objectives:

- 1. Demonstrate a combination of critical thinking skills, provision of skilled interventions, documentation, patient safety awareness, confidentiality, and ethical guidelines under the direction and supervision of a licensed physical therapist as outlined in the Guide to Physical Therapy Practice.**

2. **Demonstrate appropriate education, communication, and treatment towards various special populations in regards to their cultural, community, and individual needs.**
3. **Address an area of need within the PTA scope of practice utilizing demonstration, audio and visual aids to accommodate different learning styles of the patient or community.**
4. **Apply the use of evidence based practice through current healthcare literature and research studies to augment best practice standards.**
5. **Display a commitment to lifelong learning, ongoing professional development, and high quality care in the realm of physical therapy practice.**

Mission and Philosophy of the Physical Therapist Assistant Program:

Mission

The Great Falls College MSU PTA Program: Developing Quality Skills with Unwavering Ethics

Philosophy

All students, regardless of race, creed, color, age, or gender, have a right to an education that stimulates their curiosity and challenges their intellect. The faculty of the PTA program is committed to student success, and pursuit of excellence within the educational environment. Students will be encouraged to embrace the concept that learning is a lifetime experience, as well as a critical component of their continued professional development in the field of health care delivery.

History of PTA Program at Great Falls College MSU:

From 1996 - 2003, Great Falls College MSU offered the only physical therapist assistant postsecondary education program in Montana graduating six classes. From 2003 to 2007, the PTA program was in a state of moratorium. Due to high demand in Montana for the physical therapist assistant in the workforce, the program has been reactivated.

Following an on-site visit, the Physical Therapist Assistant (PTA) Program at Great Falls College MSU was reinstated and has earned accreditation from the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA) in April of 2009. The next on-site visit will occur in October of 2018.

CAPTE can be contacted as follows: Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, Virginia 22314, accreditation@apta.org, (703) 684-2782 or (703) 706- 3245.

Program Cost:

Costs are subject to change. The below information is based on the 2017-18 Academic Year. Costs are estimates only. Costs include listed specific pre-requisite courses and requirements after formal acceptance into the PTA Program. It DOES NOT include costs associated with obtaining courses equivalent to high school physics, chemistry, or keyboarding, any repetition of courses, or any courses needed to build-up skills in Math and English so the student can take the required courses in these two subjects. Appropriate attire, transportation costs, room and board, relocation costs to Great Falls for class work and other locations for clinical experiences including room and board, immunizations, and costs associated with the national board exam are not included in the below costs. There may be other costs not included in this list.

Tuition (in-state) and Fees	\$9,969.00
Insurance	18.00

Application Fee	30.00
Course/Program Fees	903.00
Book / Supplies	2637.00
TOTAL	\$13,556.00

Information on student scholarships and financial aid is provided by the Office of Financial Aid: (406) 771-4334 or 1-800-446-2698 or <http://finaid.gfcmsu.edu>

Please refer to the College catalog for complete information available online at <http://www.gfcmsu.edu>

PTA Program Requirements Prior to Admission:

Prior to being considered for admissions into the program the applicants must:

- Have completed high school physics AND chemistry with a “C” or better (students without high school coursework in these areas should consult the PTA Program Director as to the appropriate college courses needed to meet this requirement)
- Provide proof of keyboarding completed at the high school or collegiate level with a “C” or better. If these courses are to be taken at the collegiate level, contact the PTA program director to assure that you take the appropriate course/courses to meet the requirements for admission to the formal PTA program.
- Be admitted to GFC MSU and in good academic standing. Application information may be acquired at the office, or by calling Admissions at (406) 268-3700 or toll free at 1-800-446-2698 or via the Internet at <http://admissions.gfcmsu.edu/apply.html>
- Complete 40 hours or more of observation with a licensed physical therapist or physical therapist assistant. Please note that higher point values for admission to the PTA Program are awarded at 10 hour intervals. Refer to section “Observation Hours” in this packet.
- Earn a grade of “C” (not a “C-“) or higher in all pre-requisite courses.

Additional Steps for PTA Program Application:

- A representative from the Registrar’s office will be involved in verifying grades, transcripts, and compiling the scoring process of this program.
- Submit official high school transcript or HiSET (GED), and college transcripts, to the Registrar (**Please ensure all transcripts which are required to prove completion of prerequisite courses have been submitted to the Registrar’s Office**). If completing spring or summer courses, final transcripts will need to be sent. You are NOT required to send transcripts from GFC MSU.
- Send official transcripts to:
Dena Wagner-Fossen, Registrar
Great Falls College MSU
2100 16th Avenue South
Great Falls, MT 59405
- Only students in Good Academic Standing will be eligible for program acceptance.
- Course work will be evaluated as follows: **Anatomy/physiology courses need to be taken within 5 years of application to the program and all other courses need to be taken within 15 years of application to the program.** Program directors at their discretion may accept courses that are older than the 5 years for Anatomy/physiology courses and/or the 15 years for pre-requisite courses. Students may be asked to take a placement test to determine if their Math and English skills are at the appropriate level for the program.
- For applicants, who have taken courses multiple times, the highest verifiable grade will be used for scoring /GPA calculations.

- For students who have taken a higher level course than the pre-requisite course requirement, he/she may utilize the grade for that course for admissions purposes if the grade is higher than that of the required course.
- Points and GPAs will be calculated by the Registrar's Office and grade points will be calculated using the current catalog criteria which includes +/- weighing. . **See page 12 for grade breakdown.**
- For students, who have been awarded credit for successful performance in subject examinations of the CLEP or DSST programs, the credits will be accepted by GFC MSU, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking. *(The program may accept Pass/Fail classes upon the program director's approval.)*
- For students, who have been awarded credit for successful performance in subject examinations of the AP program, the credits will be accepted by GFC MSU for scores of 3, 4 or 5, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking. *(The program may accept Pass/Fail classes upon the program director's approval.)*
- For students, who have been awarded credit for Prior Learning Assessment, the credits will be accepted by GFC MSU for Passing (P) grades, however there is no grade for calculation for scoring or GPA. In this situation, the total points will convert to percentages for ranking. *(The program may accept Pass/Fail classes upon the program director's approval.)*
- For students, who have additional educational attainment, the Registrar's Office will verify degrees awarded from official transcripts.
- Admission will constitute the top 20 completed applicants with the highest percentage of total points earned.
- In case of a tie, this is the tie breaking criteria
 1. Highest subtotal GPA within Anatomy and Physiology classes
 2. Highest prerequisite GPA
 3. Highest total observation hours recorded

Equal Opportunity Policy

Great Falls College MSU is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

The College's Equal Opportunity Officer is the Chief Student Affairs & Human Resources Officer, 2100 16th Avenue South, Great Falls, MT 59405. Telephone: 406-771-4300

Physical Therapist Assistant Program Curriculum:

GFC MSU ADDITIONAL GRADUATION REQUIREMENT

COURSE NO.	TITLE	CREDITS
COLS 103	Becoming a Successful Student	1 _____

Prerequisite Courses

Course No.	Course Title	Credit
AHMS 144	Medical Terminology	3
SOCI 101	Introduction to Sociology	3
BIOH 201**	Human Anatomy & Phys I Lecture/Lab	4
BIOH 211*	Human Anatomy & Phys II Lecture/Lab	4
COMM 135	Interpersonal Communication OR	3
COMM 130	Public Speaking	
WRIT 101**	College Writing I	3
M140**	College Math for Healthcare OR Any math course in the MUS Core	3-4
PSYX 100	Introduction to Psychology	3
PSYX 230	Developmental Psychology	3
AHPT 105	Intro to Physical Therapy	3

Subtotal: 32

Fall Courses

Course No.	Course Title	Credits
AHPT 101*	Physical Therapist Assisting I/Lab	5
AHPT 205*	Anatomy and Kinesiology /Lab	6
AHPT 206*	Pathophysiology for the PTA	3
AHPT 218*	Therapeutic Exercise for the PTA	2
AHPT 210*	Clinical Experience I (4-week)	3

Subtotal: 19

Spring Courses

Course No.	Course Title	Credits
AHPT 201*	Physical Therapist Assisting II Lab	5
AHPT 213*	Neurorehabilitation for the PTA Lab	6
AHPT 215*	Introduction to Orthopedics/Lab	4
AHPT 220*	Clinical Experience II (4-week)	3

Subtotal: 18

Summer Courses

Course No.	Course Title	Credits
AHPT 225*	Seminar & Project in PTA	2
AHPT 230*	Clinical Experience III (9-week)	6

Subtotal: 8

TOTAL PROGRAM CREDITS – 77 ~

* Indicates prerequisites needed

** Indicates placement in course(s) is determined by placement test ~Many students need preliminary math, English and biology courses before enrolling in the program requirements.

High school level or college equivalent courses are required in Chemistry, Physics, and keyboarding with a C (not C-) or higher.

Observation Hours:

Students are required to complete a minimum of 40 observation hours. Observation must occur with a licensed physical therapist or physical therapist assistant. This observation should be completed **in at least two or more different practice settings. At least 10 hours need to be in an acute, rehab, or sub-acute environment.** Please contact the program director if you have questions. Suggestions to help you to meet this requirement:

- Request a list of clinical sites from the PTA Program Director if needed. Most facilities are willing to allow prospective physical therapist assistant students to observe their physical therapy practice. Any facilities can be contacted and asked if they would be willing to allow you to observe.
- Select several sites and telephone them early in the day- between 8:00 and 8:30 am. This is usually the best time to speak with them. Have your calendar available with possible dates and times that will work for your schedule. Please remember, you will need to be flexible and accommodate their schedules. **DO NOT** automatically expect to observe the day you contact them.
- **When you visit the site, dress business casual (no jeans).** Wear comfortable shoes with no open toe, no or minimal fragrances, and minimal jewelry. Remember, you are in a professional environment!
- Provide your healthcare professional with the Observation Form (pg. 17) with the upper portion completed. When you have completed your hours at that site, the professional you're observing will need to fill-out a portion of this form and sign it. **It will then need to be signed by the healthcare professional on the form and over the seal of the envelope and submitted with your PTA Program Application.** The Observation Form may be copied if needed or additional copies can be obtained on the College website at www.gfcmsu.edu under the PTA Program section.
- Remember, as you are observing, they are also observing you!
- We suggest that during or shortly after you have completed each observation that you take the time to jot down your impressions of the experience. This may include your thoughts, diagnosis observed, what was good or bad, etc.
- **DO NOT WAIT** to obtain observation hours. Practicing Physical Therapists and Physical Therapist Assistants are busy people, so fit in the observation time when you can and early.
- Finally, you may want to send out a thank you note to the healthcare professional for taking time out of their schedule to assist with your educational experience.

Optional Experiences to Earn Additional Points:

- Additional points may be earned through employment within a healthcare field that involves direct patient contact or billing/coding services.
- Additional points may be earned through employment or volunteer in a fitness environment as a trainer working with clients on various exercise programs or instructor, including such experiences in coaching.
- The applicant must include a letter substantiating hours of employment as a healthcare worker or employment in a fitness environment within the community. The letter must be from a direct supervisor in order to receive points in the application process. Hours worked, the

description/nature of the work, and dates must be included. **This letter must be signed by the supervisor across the back outside seal of the envelope and submitted with the applicant's application.**

- Contact the PTA Program Director for any questions regarding these experiences.

Enrollment in the Physical Therapist Assistant Program:

The formal portion of the Physical Therapist Assistant (PTA) program begins fall semester with a limited enrollment of 20 students. There are 32 credits of pre-requisite courses which may take one year or longer to complete. All pre-requisite coursework must be completed with a grade of "C" (not C-) or higher. The student must apply for acceptance into the formal portion of the PTA program and be accepted. The formal portion of the PTA program is challenging and consists of fall, spring, and summer semesters; taking one full year. This time includes built-in clinical experiences, which may or may NOT be in the Great Falls area. Upon completion of the PTA program, the graduate is prepared to take the national board examination for physical therapist assistants provided by the Federation of State Boards of Physical Therapy and must receive a passing score in order to become a licensed PTA. Licensure is required to practice as a physical therapist assistant in Montana and is overseen by the State of Montana Board of Physical Therapy Examiners.

- Physical Therapist Assistant Program Admission Application is included in this packet. It should include your name, address, telephone number, e-mail address, proof of requirements (see Application Packet Cover and Check-off Sheet below). This should be submitted to the Administrative Assistant of the Health Science Division by **May 31, 2018** for prospective admission to the PTA program for fall 2018. **Application material submitted after that date will not be considered for the initial selection process, and would only be considered if the initial process does not yield a full class. It is the applicant's responsibility to ensure that all requirements are met by the established deadline and that all necessary materials have been submitted. All application items should be sent as a complete packet (as able) via certified mail or physically brought in to the Health Sciences Administrative Assistant. Items sent separately and at random are easily lost or misfiled. Great Falls College MSU is not responsible for any late, lost or misfiled information.**
- Successful applicants will be notified of their admission status by letter by **approximately June 29, 2018**. These individuals will need to notify the College in writing of their choice to accept or decline admission into the PTA Program. A form will be provided for the prospective student to fill-out and return.
- If a space becomes available for a PTA student, the next highest scoring applicant will be notified and offered admission to the PTA Program.

Note: Submission of false material in this Application Packet will be grounds for non-admission or, if discovered after admission, grounds for expulsion.

Helpful Phone Numbers:

- Student Central: (406) 268-3700 or 1-800-446-2698
- Bookstore: (406) 771-4367
- Financial Aid: (406) 771-4334
- Physical Therapist Assistant Program Director – Brad Bechard, PT, DPT: (406) 771-5134
- Registrar - Dena Wagner -Fossen: (406) 771-4312

Transferability of Courses:

It is essential that you speak with the PTA Program Director if you have questions about transferability of courses from other institutions. The best way to assure that your courses transfer and that you have all the pre-requisites for the PTA program is to apply to the College (general admission

process) and then to have your official transcripts evaluated by the Registrar's Office. Only the courses that apply toward the degree and have met the criteria will be accepted.

Coursework taken at other educational institutions may be designated as equivalent courses for Great Falls College MSU. For current listing of approved equivalent courses, visit the Transfer Guide under Student Information at: https://atlas.montana.edu:9001/pls/gfagent/hwzkxfer.p_selstate

If you have additional questions about transferability of courses, send a written request for evaluation of your prior transcripts to the Registrar at Great Falls College MSU. Please include appropriate course descriptions and official transcripts from former colleges with your request for evaluation.

Registrar's Office
Great Falls College MSU
2100 16th Ave S
Great Falls, MT 59405
406-771-5128

All transfer work has to be from a regionally accredited institution.

Requirements following acceptance to the PTA Program:

- Every student entering any Health Sciences program **MUST ATTEND** the Health Sciences Orientation. This mandatory session is held in August prior to classes starting. It includes information on Standard Precautions, Confidentiality, and Privacy in healthcare. Students are not allowed to attend any clinical affiliations in their program until they have completed this session. Students may call (406) 771-4350 for more information.
- All formal PTA students must attend the PTA Program Orientation. This mandatory orientation is held in August prior to classes starting. Information about the PTA program will be provided and reviewed at this time. If accepted into the formal portion of the PTA program, you will be informed of the date and specifics of this orientation.
- All Health Science students will complete the required immunizations (see attached) to their Program Director after acceptance into their program. All GFC MSU students enrolled in 6 or more credits are required to have health insurance. There are health risks inherent in working in a clinical environment. Students are urged to use good sense in acquiring and maintaining health insurance coverage. For information about student health insurance offered through the College contact Student Central.
- Hepatitis B series inoculation (HBV) is required. This can be obtained for a fee at the City-County Health Department, 115 4th Street South, Great Falls, MT, (406) 454-6950. If for some reason you elect not to have this three shot series, a signed Declination form will be kept in your file. This form is available from the Health Sciences Administrative Assistant.
- You must be **Health Care Provider CPR certified**, and retain this certification throughout your collegiate career as a PTA student, and then as a PTA. CPR/First Aid classes are provided each semester at the College or can be obtained elsewhere. The CPR Certification must be current during any clinical affiliation experience (scheduled toward the end of the fall semester).
- **Health Sciences Division Policy: Student Back Ground Checks and Drug Screening**
To promote patient safety and decrease institutional liability, most clinical agencies require students to have cleared a background check and/or drug screening before they will permit the students in the clinical setting. To meet these requirements, the College requires that the check/screening be done prior to placement in any clinical agency. Background checks/drug screenings are done at the student's expense. Students with background checks that reveal a finding will be evaluated individually to determine whether they will be eligible for clinical placement and state licensure for their respective degree

program. There is a zero tolerance for positive findings regarding the drug test resulting in non-admittance or dismissal from the program (please see PTA program student handbook). Students are encouraged to go through Verifiedcredentials.com for their background and drug screenings yet may go through other vendors upon the approval from the program director. Copies of your required immunizations, CPR card, background check, and drug screen are all due by September 28th, 2018. It is encouraged to start on these as soon as possible once admitted into the program.

Essential Functions for the Physical Therapist Assistant:

Students will be required to perform certain physical, intellectual, and conceptual tasks required in the classroom, during lab activities, and at clinical sites. A student must have the ability to perform these tasks with reasonable accommodation as outlined by the Americans with Disabilities Act. Students with disabilities must meet or exceed academic standards with or without reasonable accommodations.

A student requiring accommodation in order to perform any of these tasks should request them through Kathy Meier, Disability Services Director at (406) 771-4311. She will then work closely with PTA faculty to provide reasonable accommodation. Please see the attached Technical Standards document to sign for application.

PTA Program Selection Criteria:

The Physical Therapist Assistant Program Selection Committee will be the individuals to consider the applications submitted by prospective PTA students. They will utilize the following point scale, maximum of 108 points. The applicants with the top 20 percentage point totals demonstrated within the completed applications will be accepted for admission. Grade Point Average (GPA) will be calculated (see Application Evaluation Sheet below) to determine total points for each pre-requisite course. Please remember that plus and minus will affect the GPA utilized as per the College catalog.

Plus or minus is equivalent to the following:

(A)	=	4	(B-)	=	2.7
(A-)	=	3.7	(C+)	=	2.3
(B+)	=	3.3	(C)	=	2
(B)	=	3			

(The program may accept Pass/Fail classes upon the program director's approval.)



Physical Therapist Assistant Program

Application Packet Cover & Check-off Sheet

Name _____ Student ID Number _____

Address _____

City _____ State _____ Zip Code _____

Telephone (Home) _____ Other _____

E-mail address _____

✓	Item
	Completed Admissions File. A completed admissions file includes a completed application, payment of the \$30 application fee (if applicable), copies of high school/GED/HiSET transcripts or diplomas, proof of MMR shots, and completion of placement testing or submit official college transcript(s) verifying placement. Complete admissions files will be verified by the registrar’s office and applicants with incomplete files will not be admitted to the program. Students are encouraged to check with the admissions office to confirm that their admissions file is complete.
	In Good Academic Standing All students must be in good academic standing which means they are not on academic probation OR academic probation continued, OR academic suspension. Good academic standing will be verified by the registrar and any applicants who are not in good academic standing will not be admitted to the program. Students are encouraged to check with the registrar’s or admissions office to confirm that they are in good academic standing.
	Official Transcripts from all high school, GED/HiSet, or college institutions (send official transcripts to Registrar –do not submit with this application).
	Proof of high school level or college equivalent courses are required in Chemistry, Physics, and keyboarding with a C (not C-) or higher.
	Complete 40 or more hours of observation with a licensed PT or PTA providing written proof of observation on “Observation Form for the Pre-physical Therapist Assistant” included in this packet. Observation hours must be in at least 2 different TYPES of settings (includes 10 hours of acute, rehab, or sub-acute settings).
	Verification of employment in a healthcare field, and/or employment/volunteer in a fitness environment (OPTIONAL)
	Read and submit this completed PTA Application Packet Cover and Check-off Sheet, Application Evaluation Sheet, and Technical Standards of the PTA to the Health Science Administrative Assistant, Room R277.

Student Signature

Date

Application Evaluation Sheet

(108 total points possible-please fill out completely)

All grades must be a C or higher (not a C-).

Item	College or University Completed	Points (see page 12)	Point Value Scored per Item
Introduction to PTA (PTA 105)		___ grade	
Medical Terminology (AHMS 144)		___ grade	
Introduction to Sociology (SOC1 101)		___ grade	
Human Anatomy & Physiology I Lecture (BIOH 201)		___ grade	
Human Anatomy & Physiology I Lab (BIOH 202)		___ grade	
Human Anatomy & Physiology II Lecture (BIOH 211)		___ grade	
Human Anatomy & Physiology II Lab (BIOH 212)		___ grade	
Intro to Interpersonal Communication (COMX 115)		___ grade	
College Writing I (WRIT 101)		___ grade	
College Math for Healthcare (M140) or Core level math		___ grade	
Introduction to Psychology (PSYX 100)		___ grade	
Developmental Psychology (PSYX 230)		___ grade	
Physical therapy observations hours (60 hours max) 40 hours required from 2 different settings (10 hours must come from acute, rehab, or sub acute) *Bonus hours may include any healthcare discipline (eg PT, ST, OT, RT)		*20 points (60 hours), Bonus *15 points (50 hours), Bonus 10 points (40 hours), Required	Faculty will calculate these points.
Employment in a healthcare field. (Contact Program Director for questions) (1040 hours max) Optional		20 points (1040 hours+), 15 points (520 hours), 10 points (260 hours), 5 points (50 hours)	Faculty will calculate these points.
Employment/volunteer in a fitness environment. This includes students participating in HOSA. (Contact Program Director for questions) (1040 hours max) Optional		20 points (1040 hours+), 15 points (520 hours), 10 points (260 hours), 5 points (50 hours)	Faculty will calculate these points.

Total:

Check Off: Chemistry ___ Physics ___ Keyboarding ___

GREAT FALLS COLLEGE MSU Student Immunization and Verification Form

Name _____ Male _____ Female _____
 Address _____ City _____ Zip _____
 Program of Study _____ Phone # _____
 Email Address: _____

IMMUNIZATIONS: PLEASE LIST DATES

Measles, Mumps, Rubella _____ Diphtheria _____ Tetanus (within last 7-10 years) _____
 Influenza (flu shot) _____
 Hepatitis B Series (proof of test results required) 1) _____ 2) _____ 3) _____
 Titer _____ (STRONGLY recommended by OSHA, CDC, and Great Falls College MSU)
 TB (proof of test results required) Result #1 _____ Time/date read _____
 Result #2 _____ Time/date read _____ (two-step TB test required)
 Varicella (Proof of Chicken Pox or Vaccination date) _____

VERIFY THE FOLLOWING....

	YES	NO	Initials
CPR for Health Care Providers verification, completed and current upon admission: Online courses not accepted. (Photocopy of certification card, both sides, showing expiration and instructor's signature).			
I have read the Technical Standards Sheet for the program of application.			
I have provided proof of all immunizations or test results required.			

Technical Standards for the Physical Therapist Assistant Program

<i>Technical Standards</i>
<i>Demonstrate safe transferring and gait training of patients of various sizes from a variety of surfaces.</i>
<i>Effective set up and use of</i> assistive devices such as wheelchairs, canes, and walkers.
<i>Demonstrate safe</i> positioning patients, and positioning of equipment.
<i>Effective</i> palpation skills and taking measurements of various patients in a culturally sensitive manner.
<i>Effectively</i> perform chart reviews and continuous assessment of the patient's status.
<i>Effectively</i> communicate with patients, families, caregivers, coworkers, and healthcare providers regarding instruction, questions, and or requests in a culturally sensitive manner.
<i>Effectively take and record</i> doctors' orders, patient histories, and subjective/objective findings.
<i>Demonstrate</i> appropriate time management regarding treatment and documentation.
<i>Provide</i> effective and safe treatment interventions within the established plan of care as set by the physical therapist with emphasis on critical thinking skills.
<i>Perform</i> safely, effectively, and calmly under stressful situations.
<i>Maintain</i> composure while managing multiple tasks simultaneously.
<i>Effectively</i> prioritize multiple tasks.
<i>Display</i> respect, professionalism, politeness, discretion/confidentially, teamwork, legal, and ethical standards of the profession of physical therapy.
<i>Consistently adhere to standard precautions for infection control.</i>

I understand that I will be expected to demonstrate competency in the technical standards stated above in order to successfully complete my program.

Student Signature

Date

OBSERVATION FORM

PRE- PHYSICAL THERAPIST ASSISTANT

Potential PTA Student Name: _____

Facility Name: _____

Dates of Observation	# of Hours	Printed Name of Clinician	Clinician's Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Type of Setting (circle the setting that applies): acute, rehab, sub-acute, nursing home, home health, schools, and/or out-patient

Total Hrs Observed _____

Clinician to fill-out the remainder of this form:

Please help evaluate this potential PTA student by filling in the following:

	Yes	No
1) Courteous when establishing appointment time for clinical visit.	_____	_____
2) Punctual in attendance for clinical observation.	_____	_____
3) Respectful of clinicians time and schedule.	_____	_____
4) Appropriate attire worn during observation.	_____	_____
5) Demonstrated interest in the clinical setting.	_____	_____
6) Asked appropriate questions of clinician.	_____	_____
7) Exhibited respect and courtesy toward clinicians, patients and others.	_____	_____
8) Demonstrated positive and appropriate interpersonal skills.	_____	_____
9) Demonstrated true interest in the physical therapy profession.	_____	_____
10) HIPAA compliant.	_____	_____
11) Followed clinical site policies and procedures.	_____	_____

Please provide comments about this individual and their potential for success in the Physical Therapist Assistant Program at Great Falls College MSU. **When completed please enclose within an envelope with your signature across the seal and returned to the student as part of his/her application towards the PTA Program.**

Signature of Clinician:

Thank you for your support of the PTA Program and for allowing this potential student to observe your work. Please contact Brad Bechard, PTA Program Director at (406) 771-5134 with any questions or comments.

Mailing Instructions

Application packets must be postmarked on or before **May 31, 2018** to be considered eligible for admission into the Physical Therapist Assistant program for the 2018-2019 academic year. From the pool of completed applications, the prospective PTA students will be screened. **In the event that a full class of 20 PTA students cannot be initially attained, then incomplete or late applications may be looked at for possible admission.** Applications with requirements not met at the time of the program deadline may be provisionally admitted pending fulfillment of ALL requirements. All persons submitting an application will be notified of their admission status following the selection process, approximately 4 weeks later.

Please only send required documentation as other supplemental items will be discarded.

It is recommended that application packets be sent by certified mail, or hand delivered and date stamped.

Hand-deliver or mail the Physical Therapist Assistant Program
Application Packet to:

**Physical Therapist Assistant Program
Attention: Health Science Administrative Assistant
Great Falls College MSU
2100 16th Avenue South
Great Falls, MT 59405**