BISHOP STATE PTA PROGRAM POLICY AND PROCEDURE MANUAL

2026-2027

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Purpose:

This manual defines the policy and procedures/processes used by the Bishop State Physical Therapist Assistant Program. The policy and procedure manual is reviewed, at a minimum, annually in April/May to determine if changes are needed due to identified gaps in policy or changes in state administrative code, ACCS policy, Bishop State policy, or CAPTE Standards and Essential Elements.

Chapter I: Program Overview and Governance

Mission

Mission Statements

School of Health Sciences

Mission: The School of Health Sciences at Bishop State Community College provides accessible and affordable healthcare education through quality academic programs, relevant clinical training, and innovative technology that empowers students to become competent, compassionate professionals who meet the evolving healthcare needs of our community and region.

Bishop State Community College Physical Therapist Assistant Program

Mission: The mission of the Bishop State Community College Physical Therapy Assistant Program is to graduate caring, competent physical therapist assistants who are prepared to be employed in a variety of clinical settings displaying safe, ethical, and legal practice performing delegated interventions under the supervision of a qualified physical therapist.

The Physical Therapist Assistant (PTA) program mission is directly congruent with the broader missions of Bishop State Community College and the School of Health Sciences. All three missions prioritize providing accessible and affordable education. The program specifically maintains this commitment by offering the same affordable tuition rate as the College itself, ensuring that students have an accessible pathway into the healthcare workforce. The institutional focus on relevant career-focused training is mirrored in the program's commitment to preparing graduates for employment as licensed practitioners in a variety of clinical settings. The Program mission refines the unit's goal of developing "competent, compassionate professionals" by specifying the graduation of "caring, competent" assistants who are prepared to succeed and continue to grow as a physical therapist assistant. Furthermore, the program fulfills the institutional goal of utilizing innovative technology through proactive resource management (See Standard 2D6). This includes the submission of grant requests to acquire new equipment and the strict adherence to a Maintenance and Replacement Policy—developed with input from manufacturers and vendors —to ensure that both students and faculty have access to contemporary, high-quality technology.

Program Goals and Outcomes

Program Goals

Program Goal 1 (Graduates). Graduates will demonstrate competency as an entry-level physical therapist assistant preparing them to obtain employment in a variety of settings.

Outcome 1.1: 100% of graduates will achieve entry-level competence as measured by the CPI.

Outcome 1.2: 90% of graduates will be employed as physical therapist assistants within 6 months of licensure.

Outcome 1.3: 100% of graduates will have completed clinical rotations in 2 or more physical therapy settings.

Program Goal 2.0 (Faculty): Faculty will demonstrate dedication to maintaining CAPTE and APTA qualifications as instructors and clinicians.

Outcome 2.1: 100% of core and regular adjunct faculty members will maintain unencumbered licensure renewing before October 1 annually.

Outcome 2.2: 100% of core and regular adjunct faculty will complete continuing education activities related to their areas of teaching annually to ensure curriculum reflects contemporary practice.

Outcome 2.3: 100% of core faculty will participate in one or more events sponsored by the APTA/CAPTE, ALAPTA, or FSBPT on an annual basis.

Program Goal 3 (Alumni): Alumni will demonstrate dedication to advocacy for the profession and lifelong learning through service as clinical instructors and/or guest instructors for the Program.

Outcome 3.1: At least 10% of Clinical Instructors accepting students each academic year will be alumni of Bishop State PTA Program.

Curricular Goals / Student Learning Outcomes (SLO)

Upon completion of the PTA Program Curriculum, students will:

Goal 1: Demonstrate the ability to implement safe, effective, and evidence-based physical therapy interventions under the direction and supervision of a licensed physical therapist. (Clinical Competence)

SLO 1.1: 100% of students will achieve entry-level on the final CPI assessment for PTA 268: Clinical Practicum.

SLO 1.2: 100% of students will earn a passing score on one or more PEAT/Program Comprehensive Exam by the completion of PTA 201.

Goal 2: Exhibit professional behaviors, cultural competence, and adherence to the APTA Code of Ethics in all clinical and academic settings. (Professionalism and Ethics)

SLO 2.1: 100% of students will achieve entry-level scores on professionalism, cultural competency, and ethics items on the Clinical Performance Instrument.

SLO 2.2: 100% of students will achieve a passing score on the PEAT items assessing professionalism, cultural competency, and ethics.

Goal 3: Communicate effectively with patients, families, and members of the healthcare team using verbal, nonverbal, and written methods. (Communication Skills)

SLO 3.1: 100% of students will earn a score of 80% or higher on the Communications Portfolio assignment in PTA 202 Communications for the PTA.

SLO 3.2: 100% of students will earn an entry-level score on CPI Communication items upon completion of PTA 268: Clinical Practicum.

SLO 3.3: 100% of students will score an average of 80% or higher on the documentation component of PTA 268: Clinical Practicum.

Goal 4: Apply clinical reasoning to adapt treatment plans based on patient progress, safety considerations, and therapeutic goals. (Critical Thinking & Problem Solving)

SLO 4.1: 85% of students will earn a score of 80% or higher on the comprehensive practical examinations for PTA 251 and PTA 231.

SLO 4.2: 100% of students will score at entry-level for CPI items assessing clinical reasoning/problem solving upon completion of the terminal clinical rotation.

Goal 5: Engage in ongoing professional development to maintain competence and adapt to evolving healthcare practices. (Lifelong Learning)

SLO 5.1: 100% of students will complete one or more certifications prior to the completion of the PTA Program.

SLO 5.2: 100% of students will earn a score of 80% or higher on the Capstone Project

Goal 6: Work effectively as part of an interprofessional healthcare team to optimize patient outcomes. (Collaborative Practice)

SLO 6.1: 100% of students will earn a score of 80% or higher on IPE Reflection assignments.

SLO 6.2: 100% of students will score at entry-level or higher on CPI Teamwork/Interprofessional Collaboration items.

Required CAPTE Benchmark Outcomes

Graduation Rate Policy

1C1 The program meets required achievement measures as set forth by CAPTE. 1C1 Graduation rates are at least 60% averaged over two years. If the program admits more than one cohort per year, the two-year graduation rate for each cohort must be at least 60%. When two years of data are not available, the one-year graduation rate must be sufficient to allow the program to meet the expectation for a two-year graduation rate of at least 60%.

In an instance where the Program fails to meet the benchmark, Program assessment process requires that a written plan be established based on analysis of data to bring the

Program back into compliance in 2 years or less as per the CAPTE Standards and Required Elements.

Licensure Rate Policy

1C2 Ultimate licensure pass rates* are at least 85%, averaged over two years. Note: The Federation of State Boards of Physical Therapy labels this "weighted average ultimate pass rate." When two years of data are not available, the one-year ultimate pass rate must be sufficient to allow the program to meet the expectation for an ultimate two-year licensure pass rate of at least 85%.

Provide the program's most current licensure pass rate data available through FSBPT:

- First-time pass rates for all cohorts who have graduated in the past two academic years.
- Two-year ultimate pass rate based on the following data:
    - Number of graduates who took the exam at least once.
    - Number of graduates who passed the exam after all attempts.
- If program graduates do not routinely take the National Physical Therapy Examination, provide equivalent data.

If outcomes fall below 85%, the Program will establish a plan to bring the Program back into compliance in less than 2 years through its Assessment Plan.

Employment Rate Policy

1C3 Employment rates, * as a physical therapist assistant program, are at least 90%, averaged over two years. If the program admits more than one cohort per year, the two-year employment rate for each cohort must be at least 90%.

Provide the two-year employment rate for the last two academic years for each cohort based on the number of graduates who sought employment as a physical therapist assistant and the number of graduates who were employed within one year of graduation.

Governance Structure

The Physical Therapist Assistant Program is contained within the Department of Physical Therapy, the School of Health Sciences, and the Instructional Services Division of Bishop State Community College.

The Dean of Health Sciences reports to the Vice President for Instructional Services. The Program Director/Director of Clinical Education reports to the Dean of Health Sciences and all PTA Faculty members report directly to the Program Director. (See Organizational Chart in Appendices).

The School of Health Sciences has one (1) full-time Administrative Assistant who serves as assistant to the Dean and provides administrative support to all health sciences departments. One, full-time Retention Coach serves all Health Sciences Programs/Departments. These positions report to the Dean of Health Sciences directly. (See appendices for job descriptions.)

Advisory Committee/Board

The Program maintains an Advisory Committee which consists of local employers, physical therapists, physical therapist assistants, and Bishop State faculty and staff.

The Bishop State Physical Therapist Assistant Program maintains a standing committee which consists of practicing PTs and PTAs as well as the CORE faculty of the PTA Program, itself. An institutional member from General Education may also be elected to ensure continued alignment of pre-requisite courses to the needs of the Program.

Committee Selection:

Robert's Rules of Order, Newly Revised lists the following five methods of appointing members to a committee:

1. Appointment by the Chair
2. Nomination by the Chair and Election by Voice Vote
3. Appointment by Motion
4. Floor Nominations and Election by Voice Vote
5. Election by Ballot

The PTA Advisory Committee shall elect members by floor nomination and voice vote.

Determination of Chairperson:

The chairperson shall be elected by a majority vote of the committee. The current Chairperson is Mr. Wiley Christian, PT.

Service Terms and Procedure:

The committee meetings shall be called to order by the Chairperson. Meetings will be scheduled twice annually to discuss program updates, needs, policy, and so forth. *Robert's Rules of Order* will be utilized to guide meeting procedures.

All meetings will proceed based upon the official agenda. Agendas are completed at least 24 hours before the meeting. Any individual wishing to place an item on the agenda should make the request of the Program Director a minimum of (5) business days prior to the meeting to facilitate timely completion and publication of the agenda.

Chapter II: Program Assessment and Quality Improvement

(CAPTE Standard 2: Assessment, Planning)

Assessment Plan

Data Collection

1. All Skills Check and Practical Exam Scores will be accessed from the LMS gradebook for each lab course throughout the program. These measures will be tagged in Canvas the appropriate outcomes. (formative assessment)
2. CPI data will be analyzed by running "Summary Report Student Experiences by PTA CAPTE Evaluative Criteria Report" within the CPI report section. This data will then be uploaded into Weave by the Director.
3. Presentations, SOAP notes, and other assignments along with their grading rubrics utilized for outcome measures are to be properly tagged in Canvas to allow for Institutional Research, Planning Department, or faculty to easily transfer data into the appropriate template for Strategic Planning or assessment purposes. At the time of publishing, the institution is in the process of revising the data collection and storage policies and processes (Fall 2026).
4. Comprehensive, NPTE-style pass/fail data will be collected by the instructor of record for PTA 201 at the end of the final fall semester for the cohort.
    a. Students who do not successfully complete a comprehensive exam by the end of the final semester will register for PTA 293 (beginning 2025) and receive and incomplete in PTA 201 until PTA 293 is completed.
    b. Data for the comprehensive exam for the above students will be collected via PTA 293 and the instructor of record.
5. Graduation rate will be determined using the formula and process provided by CAPTE. Data regarding student admission, withdrawal/graduation is maintained by the PD utilizing a separate Excel workbook for each cohort. The workbooks are maintained in the Bishop State OneDrive system.
6. Employment rates will be assessed through exit interviews and alumni surveys (new survey is to be launched in December 2026).
7. Faculty will submit course data by the last faculty duty day of each semester for that semester's courses.
8. To assist with compliance with deadlines and collection of data, all faculty will receive ongoing training in proper data collection and use of data collection tools in use by the College and the Program for data warehousing.

The PTA assessment measures above are designed to meet the accreditation and record-keeping criteria for SACSCOC and CAPTE concurrently. See appendices for examples of rubrics used in the Bishop State PTA Program. For CPI grading criteria, visit https://cpi2.amsapps.com/.

Chapter III: Institutional and Program Integrity

(CAPTE Standard 3)

Institutional Accreditation

Bishop State Community College is fully accredited by Southern Association Colleges and Schools Commission on Colleges (SACACOC).

Program Accreditation

The Bishop State Community College Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Academic Freedom

The policy below is taken directly from the Chancellor's Policies for the Alabama Community College System available at: https://www.accs.edu/about-accs/board-of-trustees/policies-and-procedures/

POLICY NAME: 719.01: Academic Freedom EFFECTIVE: June 7, 2017

SUPERSEDES: SOURCE: ACT #2015-125 CROSS REFERENCE: The board authorizes the college to ensure procedures for safeguarding and protecting academic freedom by allowing faculty and students the freedom to cultivate a spirit of inquiry and scholarly criticism when discussing discipline related subjects. However, the principle of academic freedom shall not prevent the college from taking the initiative to assure the best possible instruction in accordance with the mission and goals of the college.

Bishop State Attendance Policy

Class attendance is strongly encouraged. Students are expected to attend all classes as scheduled and exercise regularity and punctuality in attendance. Excessive absences may affect a student's final grade. Absences will be recorded for each class, and no absences will be considered excused. Absences are counted from the first day of the student's registration in the course. The attendance policy for classes on special schedules, such as the Health-Related Programs, will be announced during the first class meeting by the respective departments. These attendance policies take precedence over any other policy. Students are responsible for all coursework from the first scheduled day of class. Students must abide by coursework and test makeup policy indicated in the course syllabus. Exceptions to any attendance policy will be made only for persons required to fulfill military duty, jury duty, or court witness obligations. Students must request approval for these exceptions in advance and provide documentation to the Admissions Office on the Main Campus prior to the scheduled dates of absence. Exceptions must be approved by the College Registrar or the Dean of Students.

Bishop State Academic Integrity Policy

Bishop State Community College enthusiastically promotes academic integrity and professional ethics among all members of the Bishop State academic community. Violations of this policy are considered as serious misconduct and may result in disciplinary action and severe penalties.

Bishop State Plagiarism Policy

Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one's own.

1. To avoid plagiarism, give written credit and acknowledgment to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.
2. If you directly quote works written by someone else, enclose the quotation with quotation marks and provide an appropriate citation (e.g. footnote, endnote, bibliographical reference).
3. Research, as well as the complete written paper, must be the work of the person seeking academic credit for the course. (Papers, book reports, projects, and/or other class assignments). **DISCIPLINE:** FACULTY MEMBERS MAY RESPOND TO CASES OF PLAGIARISM IN ANY OF THE FOLLOWING WAYS:

1. Return the paper or other item for rewriting; the grade may be lowered.
2. Give a failing grade on the paper or other item - “F” if a letter grade is used or zero if a numerical grade is used.
3. Give the student who plagiarized a failing grade in the course.
4. Recommend sanctions, including disciplinary expulsion from the College.

Bishop State Withdrawal Policy

Withdrawals from a course that occur after the add/drop period has ended and prior to the last day to withdraw from a course as designated in the college calendar will result in the student receiving a non-punitive grade of "W".

A Complete Withdrawal occurs when a student withdraws from all of his or her courses after the add/drop period and prior to the last day to withdraw from courses as designated in the college calendar. Students will receive a grade of "W" in each class.

Withdrawals from a Course

It is the responsibility of the student to initiate the process for dropping a course. Students who wish to withdraw from a course prior to the end of the current term must complete the following process:

Students should log into their OneACCS account. Once logged in they should click on Registration → Register for Classes → Select a Term. On the Schedule Summary they should click on the dropdown menu next to the course they wish to withdraw from and select DROP. A student may not drop all of their classes through their OneACCS account. To completely withdraw from the College a student will need to follow the Complete Withdrawal from the College process.

Complete Withdrawal from the College

Upon entering Bishop State Community College, the student assumes the responsibility of completing the academic program in which he or she is registered. Students who wish to exit the College prior to the end of the current term must follow the process described below. It is the student's responsibility to initiate the Complete Withdrawal Process.

To withdraw from the College a student should navigate to the following link to access the Withdrawal Form: https://www.bishop.edu/admissions/withdrawal-policies. A representative from the Academic Advising Center will make a reasonable effort to contact the student within 3 business days of the withdrawal's submission to counsel the student. Students who wish to reverse their withdrawal after counseling will be allowed to do so by emailing the Records Office at records@bishop.edu from their Bishop State email address requesting the reversal. The email should include the student's name, A number, date of birth, and a complete list of the classes which should include the name of the class and the course reference number (CRN). Requests to reverse a withdrawal must be submitted within 5 business days from the date of submission. Requests made after the last day to drop a class/withdraw from the College, will not be honored.

Americans with Disability Act

In accordance with the Americans with Disabilities Act, students with qualifying disabilities, who follow the College's policy for requesting academic adjustments and auxiliary aids and services, and are approved for such adjustments and services, will be afforded reasonable accommodations for completing coursework and examinations. The ADA Office will certify a disability, approve academic adjustments, and advise faculty members of approved reasonable accommodations. ADA Office contact information:

- Email: adaoffice@bishop.edu.
- Phone: 251-405-7156
- ADA Webpage

Statement of Discrimination/Harassment

Title IX of the Education Amendments Act of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Bishop State Community College does not tolerate sex discrimination of any kind including sexual misconduct; sexual harassment; dating/sexual violence, and stalking. These incidents may interfere with or limit an individual’s ability to benefit from or participate in the College’s educational programs or activities. If you have questions or concerns regarding your rights or responsibilities or if you would like to file a Title IX complaint, please contact:

Ms. Cherry Watkins
Title IX Coordinator
cwatkins@bishop.edu
Office Phone: 251-405-7156

TITLE IX Webpage

Other College Policies

The Bishop State Community College General Catalog and Student Handbook and the College's website detail College policies for all teaching and learning activities. Students are expected to be aware of and abide by College policies. The class syllabus gives expectations for *this* class.

Grade reports can be obtained online immediately following the end of each semester. Any grade appeal must be initiated by the mid-term of the semester following the assignment of the grade in question.

Students with grievances should review and follow the procedures outlined in the policy in the Student Handbook. Forms may be accessed on the College's Website in the Forms section of the General Catalog and Student Handbook.

Distance Education Proctoring Policy

All distance education courses include proctored assessments worth at least 25 % of each student's final grade. Students must provide valid photo identification (student ID, state-issued driver's license/ID, military ID, or passport).

The proctored assessment may be administered in one of the following ways:

1. On-campus assessment: An assessment will be given during a published proctored assessment meeting.
2. Off-campus, proctored assessment: Students who live more than 50 miles from the Main campus may use a proctor who has been approved by the instructor of the course, following the appropriate proctoring guidelines. Completed proctor forms must be submitted to faculty by midterm of the semester. All costs (if any) associated with procuring a proctor fall upon the student.
3. The College may use proctoring services through Canvas to administer proctored assessments. Proctoring services activate a student's webcam and record video and audio of the student taking the exam so it can be proctored remotely. Thus, the student is responsible for procuring a computer with a webcam and microphone that is compatible with Canvas and proctoring software. Use of proctoring services by the student will require the student to show a photo ID and consent to be recorded. Continuation of the exam past the point of showing the picture ID is considered consent.

READ THE CONSENT POLICY BELOW BEFORE SUBMITTING YOUR PICTURE ID:

As a student at Bishop State Community College, I understand that I will take some tests/exams remotely. With respect to any tests/exams I take remotely, I do hereby voluntarily and under no duress, consent to the following:

1. The installation of a plug-in on the computer I will use to take the test/exam.
2. A scan of the computer I will use to take the test/exam for open apps, tabs, hardware, devices, etc.

3. Allowing remote access by the proctor to the computer I will use to take the test/exam to address security and/or technical issues.
4. Displaying a valid photo ID of myself.
5. Allowing a video scan of the room I will take the test/exam in.
6. Being video and audio recorded while taking the test/exam by way of the webcam on the computer I will use to take the test/exam.
7. Having the screen on the computer I will use to take the test/exam recorded during the test/exam.
8. The recording of the tests/exams and related information being retained by the online testing provided and Bishop State Community College having access to such recording and related information.

By continuing this exam and showing my picture ID, I am giving my expressed consent to the terms stated above.

INSTALL HONORLOCK

HONORLOCK Resources

All Bishop State PTA Program Clinical Courses will host a weekly instructional hour per Bishop State Policy for "Distance Education" courses in which the Primary Course Instructor does not host students in person each week.

This hour ensures that regular and meaningful interaction occurs between the primary instructor of the course and the students of the course.

Chapter IV: Faculty Policies

(CAPTE Standard 4)

Faculty-specific policies and procedures are set forth by the Alabama Community College System (ACCS) and Bishop State Community College. Changes in policy are disseminated by the Office of the Chancellor and the Office of the President.

The Bishop State PTA Program refers all Faculty to the ACCS Chancellor's Policies and Procedures and the Bishop State Employee Handbook, both of which are available on the respective websites of the aforementioned organizations.

It is the responsibility of each faculty member to familiarize themselves with standing policies and to review communications regarding policy changes. Each employee is individually responsible for seeking clarification from the appropriate office regarding any questions or concerns regarding policy and/or procedure.

Each employee's role has expectations set forth by the official job description under which he/she is hired. Job Descriptions for PTA Program Employee Roles are contained

in the Appendices of this document. All ACCS job postings contain the official job description as well as the salary scale for the position in question.

All employees are encouraged to review their official job description annually, at a minimum, as performance evaluations are based upon the official job description.

Chapter V: Student Policies

The primary document for defining student policies for the Bishop State PTA Program is the Bishop State General Catalog and Student Handbook. This document is maintained online on the Bishop State Community College website at: catalog.bishop.edu.

There are instances in which special programs require more stringent policies than those of general education. In order to address Program-Specific needs and goals, the PTA Program maintains the PTA Student Handbook. The handbook is reviewed annually, prior to the admission of each new cohort, and as needed to ensure that policies and procedures remain consistent with current legislation, infection control, and the changing landscapes of higher education and healthcare.

The PTA Student Handbook is provided to all PTA Students via the PTA Student Orientation Course in Canvas as a PDF file. The file may be downloaded or accessed directly from the Canvas course structure. Students maintain access to the PTA Orientation Course throughout their time in the PTA Program.

The Strategic Plan for 2026-2027 includes provisions for establishing online access to the PTA Student Handbook via the program website.

Chapter 6: Program Admissions, Enrollment, and Progression

Admission Cycle and Cohort Size

The program admits one cohort per year. The cohort size is set, by CAPTE, at 21 students as of 2018. The program utilizes a 1+1 model. The 1+1 module consists of one year (2 semesters) of general education courses followed by 1 year (4 semesters) of technical courses which culminate in the award of an associate in applied science degree.

Policy:

Applications for the PTA Program are accepted in the Spring semester of each academic year. The admissions process is competitive. The application closes every year on May 15.

Procedure:

Dynamic Forms currently houses the PTA Program application. Applicants must first complete the application to the College. Upon receiving their admission notification and

student email, applicants use their Bishop State student email to create an account and begin the program application. This change was implemented to ensure that applicants applied to the College prior to applying to the program.

Minimum criteria for admission:

Minimum criteria for admission are as follows:

1. Pre-requisite GPA of 2.75 or higher
2. Pre-requisite Math/Science GPA of 2.5 or higher
3. 2 qualified letters of reference (see application instructions)
    a. Qualified references must be from a college instructor/coach/club sponsor who taught/mentored the student, a current or former employer/supervisor, OR a PT/PTA under whom the applicant has worked or observed.
    b. References should be from two different categories above.
4. Minimum of 50 observation hours with a licensed PT or PTA (25 hours each in 2 different settings).
    a. Bishop State Observation Hours Form is submitted with application for each location.
    b. Contact information of the person(s) attesting hours must be provided along with his/her/their signature(s) on the form submitted.
5. Completion of PTA admission test in person with a proctor. The test is currently being benchmarked for a minimum score for admission.
6. Proof of completion of all pre-requisite courses by the end of the semester in which the student is applying with a grade of C or higher.
7. Anatomy and Physiology courses must have been completed within the last 5 years.
8. Ability to meet essential functions of the job description for the physical therapist assistant.
9. Ability to pass an OIG background check.
10. Ability to pass a 10-panel drug screen.

The Application Process

1. Applicants must first apply to the College.
    a. Note: Bishop State has open admissions.
    b. Applicants to the College must provide:
        i. All transcripts from institutions of higher learning attended.
        ii. A copy of a state-issued ID card.
        iii. Proof of state of residence.
        iv. High school transcript if the student has not earned a previous degree in the U.S.
    c. In the case of an international student wishing to apply for the PTA Program, the student is advised to schedule an in-person meeting or virtual conference with a member of the Office of Admissions and Records for advising on the College admission process as it varies from that of citizens of the U.S.

2. Using the email address provided to the student upon admission to the College, applicants may create an account in the PTA Program Application Portal (housed in Dynamic Forms as of January 2025).
3. The applicant completes the application, uploads all required documents, and submits the application.
4. The Program Director notifies the Office of Admissions and Records of the names of applicants.
5. The Office of Admissions and Records evaluates the transcripts of each applicant for completion of pre-requisite courses and determines the overall pre-requisite GPA and the Math/Science pre-requisite GPA.
6. The Office of Admissions and Records forwards the data for applicants' completion of pre-requisite courses and GPAs to the Program Director as transcripts are evaluated.
7. If an applicant is missing a pre-requisite course after transcripts are evaluated, a member of the application review committee will contact the applicant to ensure that all transcripts have been forwarded to Bishop State Community College.
8. The Program Director exports the data from the application site in Dynamic Forms into CSV which is then saved as an Excel workbook with macros enabled.
9. The exported application data becomes worksheet 1 of the workbook.
10. Worksheet 2 of the workbook assesses the level of completeness and compliance of the application data from Worksheet 1.
11. Worksheet 3 of the workbook contains the scoring for each component of the application in instances where greater than 21 applicants meet the admission criteria.
12. Formulas in the workbook total the applicant scores.
13. The top 21-23 scores are selected for the offer of a seat in the program.
    a. At the time of publication, the cohort size is set by CAPTE at 21. Twenty-three students may occasionally be admitted per CAPTE policy due to tied scores or an exceptionally qualified application pool.
    b. One to three "alternates" may also be selected and notified of this status should any accepted applicant decline admission.
14. All applicants are notified of the status of their application via the College-issued email used to create and submit the application.
15. Applicants have 7 calendar days to respond to the email and accept their place in the cohort.
16. Should an applicant fail to respond or decline the offer of a place in the cohort, the next highest scoring applicant is contacted regarding a place in the cohort.
17. As of application year 2025, applicants are no longer allowed to defer admission to a future cohort. Students declining a seat in the cohort must reapply for admission in the year they wish to attend. This change was made due to the number of students deferring admission to the next cohort who declined admission the following year between the years 2020 and 2024.

From Conditional to Unconditional Admission

When the application processing for admissions is completed, the top 21 scoring applicants who meet minimum requirements for admission are notified of conditional admission via their Bishop State email account.

A letter on Bishop State letterhead is sent to each applicant detailing the criteria for unconditional admission to the program. Minimal criteria include:

1. Unconditional admission to the College.
2. Applicant signs and returns the offer letter accepting admission to the program by the deadline specified in the letter.
3. Applicant must complete the online PTA Program Orientation Canvas Course before the start of Fall classes.
4. Applicant must schedule and complete a physical exam with a provider of choice to have the Program-provided form completed.
5. Applicant must complete, sign, and submit the Bishop State PTA Essential Functions Declaration Form.
6. Satisfactory completion of:
    a. Background check---students are advised to contact the Alabama Board of Physical Therapy if they are aware of any incidents which may be listed on a background check.
        i. Each State Board and State Practice Act may vary regarding the offences which may prohibit licensure.
        ii. The Bishop State PTA Program Director and/or Faculty are not qualified to provide legal counsel.
        iii. Should Universal Screening/EXXAT flag a background check on any student, the screen will need to be reviewed by the Alabama Board of Physical Therapy to determine if the student would qualify for licensure given the offense reported.
            1. If the offense disqualifies the student in question from practicing as a healthcare provider in the State of Alabama, the student will be dismissed from the Program.
            2. Any such dismissal is not a judgement of the student, but an awareness that the student would not be employable as a Physical Therapist Assistant.
        iv. Each student is responsible for the cost of their own background check.
            1. Students should include all previous names and legal proof of name changes to prevent delay in processing.
            2. If a student has lived in the State of New York, they will need to add an additional screen for the State of New York search.
                a. Due to the rarity of a student in Alabama requiring a State of New York background check, this screening process was unbundled to save students money.
    b. Drug screening
        i. Drug screens are scheduled by each student through their student account with EXXAT.
        ii. Students are responsible for the cost of their drug screen which is payable through their EXXAT account.
        iii. Students are advised to avoid overhydrating prior to the drug screen as this may lead to a “Dilute” result.
        iv. In the case of a “Dilute” result, students will need to repeat the screen which will incur a second payment.

v. Should a student have a positive result on a drug screen, the student should submit evidence of prescribed medications. It is well-known that certain prescription medications may cause a positive drug screen.
    1. Please note that taking prescriptions which are not prescribed to you (even though they are legal medications) is a violation of the drug policy for our Program and the policies of the Alabama Board of Physical Therapy.
    2. In the instance of a positive screen for drugs which are illicit or have not been prescribed to the student are grounds for dismissal from the Program.
    3. To qualify for later candidacy for application and admission to the PTA Program, the student would need to provide evidence of completion of a rehabilitation to the Board of Physical Therapy and the Bishop State PTA Program.

c. Clinical compliance measures required by clinical partner agreements.

7. Meeting with an Academic Advisor or Retention Coach for registration for Fall semester courses.
8. Attendance of face-to-face orientation sessions on campus. At the time of publication, this consists of two, 3-hours sessions.

Program Orientation

PTA Program Orientation is mandatory for all students admitted to the PTA Program. Orientation is presented in a hybrid format.

1. Newly admitted students receive access to an online orientation course in the LMS.
2. Students are required to attend two live orientation sessions on campus.
    a. Each session is approximately 4 hours long.
    b. Students who are unable to attend a session are responsible for scheduling a meeting with a faculty member to cover missed material.

Purpose:

The purpose of the program orientation is to apprise incoming students of the policies and procedures of the Program, ensure students are aware of required materials and supplies, educate students regarding required compliance measures, ADA rights and policies, and familiarize the students with the campus, courses, and faculty and staff.

The student handbook appendices are signed following orientation and serve as documentation that students have received instruction in the policies and procedures as well as the opportunity to have any questions answered.

The student handbook is housed in the PTA Orientation Course in Canvas providing students with an easily acceptable electronic resource and saving resources used for printing. Students may download/and or print any portion of the Handbook for their personal use.

Live Sessions:

The live sessions for Student Orientation ensure that students receive information on and understand the following topics:

- Locations of various offices and resources on campus
- Campus Safety Plan (presented by Bishop State Police Department)
    - Fire Safety and Evacuation Planning
    - Active Shooter Safety Education (FBI's Run Hide, Fight)
    - Student ID and Parking Tag process
- Instruction in Required Clinical Compliance for Rotations
- Introduction to PTA Course Syllabi and Canvas Modules
- Required Textbooks, Materials, Dress Code, and Fees for the PTA Program.
-

The Technical Year

Curriculum and Course Progression

The technical year consists of four (4) semesters of coursework. The curriculum is designed to build upon the foundations of the pre-requisite courses.

Semester I: Fall I

Course #	Course Name	Credit Hours	Contact Hours	Lead Instructor
PTA 120	Intro to Kinesiology	3	5	Waltman
PTA 202	PTA Communication Skills	2	2	Waltman
PTA 220	Functional Anatomy and Kinesiology	3	3	Waltman
PTA 221	Kinesiology Lab	1	3	Waltman
PTA 240	Physical Disabilities I	2	2	Caver-Eaton
PTA 250	Therapeutic Procedures I	4	8	Caver-Eaton
PTA 290	Therapeutic Exercise Lab	1	3	Waltman Caver-Eaton
Totals	**6 courses**	**16**	**26**	

Semester II: Spring

Course #	Course Name	Credit Hours	Contact Hours	Lead Instructor
PTA 210	Intro to Physical Therapy Clinic	1	3	Caver-Eaton
PTA 230	Neuroscience	2	2	Caver-Eaton
PTA 231	Rehabilitation Techniques	2	6	Caver-Eaton
PTA 232	Orthopedics for the PTA	2	2	Waltman
PTA 251	Therapeutic Procedures II	4	8	Waltman
PTA 241	Physical Disabilities II	2	2	Caver-Eaton
Totals	**6 courses**	**13**	**23**	

Semester III: Summer

Course #	Course Name	Credit Hours	Contact Hours	Lead Instructor
PTA 200	Issues and Trends in Physical Therapy	2	2	Waltman
PTA 266	Clinical Fieldwork I	2	4	Williamson
PTA 263	Clinical Affiliation I	3	6	Williamson
Totals	**3 courses**	**9**	**12**	

Semester IV: Fall II

Course #	Course Name	Credit Hours	Contact Hours	Lead Instructor
PTA 201	PTA Seminar	2	2	Williamson
PTA 268	Clinical Practicum	5	10	Williamson
Totals	**2 courses**	**7**	**12**	

Program Grading Scale

The minimum passing score for any standard assignment or course in the PTA Program is 80%. The letter grade scale is based upon a 10-point scale.

A	90-100%
B	80-89%
F	<80%

PTA Faculty are provided academic freedom to assign work to assist students in achieving mastery of the concepts of their courses. Faculty may choose to round up final grades that fall within 1/2 point (0.5) from the next letter grade.

For example, a final grade of 79.5% and above may be rounded to 80% at the instructor's discretion as long as this policy is consistent across all students and courses for the instructor in question.

This academic freedom is not to be interpreted as a guarantee of rounding of final grades by any student or employee of Bishop State.

Note on the History of the Grading Scale

The Program's original passing score was 77% using a 7-point scale. The decision was based on three issues noted upon review of student and program data.:

Data analysis revealed:

- Students earning less than 80% in one or more courses were less likely to complete the program on their first attempt and less likely to pass the NPTE on the first attempt.

- Traditionally, grades of 'A' are described as "excellent," grades of 'B' as "good" and grades of 'C' as "average." It is the mission of our Program to graduate candidates who are "well-prepared" to enter the workforce rather than "average."
- The 7-point grading scale placed our graduates at a disadvantage when applying to programs to continue their education against other students whose colleges used a 10-point grading scale.

Progression in the Program

Students must achieve a minimum grade of 80% in both theory and lab portions of courses to remain in the cohort and progress to courses in the next term or miniterm.

No student may attend clinical rotations without passing all preceding courses as well as all comprehensive practical examinations to demonstrate competency.

Progression to New Semester

Successful completion of each full-time clinical rotation is required to progress to the next semester's courses.

Students complete four clinical experiences beginning in the second semester of the technical year.

- The first clinical experience (PTA 210) introduces students to various clinical settings and specialties through site visits and guest lectures. One or more faculty members accompany the students to clinical sites for experiential learning.
    - Assessment methods include class discussion following the experience, reflection assignments.
- The second clinical experience, PTA 266: Clinical Fieldwork I, is a four-week, full-time rotation. Students are expected to work no less than 36 hours per week with 40 hours preferred.
    - Assessment methods: weekly goal setting with Clinical Instructor (CI), CI feedback and review of treatment sessions, site visit assessment by faculty members, and the Clinical Performance Instrument (CPI).
    - Students are expected to achieve beginner to advanced beginner across all dimensions and skills assessed by the CPI by the end of the 4 weeks.
- The third clinical experience, PTA 263: Clinical Affiliation I, is a five-week, full-time clinical rotation. Students work the schedule of their assigned CI. Students must work a minimum of 36 hours in clinic to count as a full-time week.
    - Assessment methods: weekly goal setting with Clinical Instructor (CI), CI feedback and review of treatment sessions, site visit assessment by faculty members, and the Clinical Performance Instrument (CPI).
    - Students are expected to achieve Intermediate to advanced intermediate level across all dimensions and skills assessed by the CPI by the end of the 5 weeks.
- The fourth, and final, clinical experience (PTA 268 Clinical Practicum) is an 8-week, full-time clinical rotation. Students work the same schedule as their assigned CI. Students must work a minimum of 36 hours for the week to be full-time.

- Assessment methods: weekly goal setting with Clinical Instructor (CI), CI feedback and review of treatment sessions, site visit assessment by faculty member, Clinical Inservice Project, and the Clinical Performance Instrument (CPI).
- Students are expected to achieve approaching entry-level to entry-level across all dimensions and skills assessed by the CPI by the end of the 8 weeks.

Successful Completion of the PTA Program

In order to successfully complete the PTA Program and become a candidate for graduation, the student must:

1. Satisfy the requirement for graduation for the PTA degree plan as assessed by the Office of Admissions and Records.
2. Complete the required number and variety of clinical rotations meeting the minimum number of CAPTE-required hours.
3. Complete and submit documentation for required service learning hours.
4. Pass a minimum of 1 comprehensive exam in PTA 201 with a scaled score of 600 or 70% raw score. These exams will be based upon the blueprint of the NPTE. Students are required to complete a minimum of two (2) practice tests as part of PTA 201: PTA Seminar regardless of whether the first exam score meets or exceeds the minimum score required for graduation.

The terminal course, PTA 201: PTA Seminar, prepares the student for the licensure exam and enters the workforce as a PTA. Students must pass a minimum of 1 practice exam (Comprehensive Exam for the Program) for the NPTE to pass PTA 201.

Any student who is unsuccessful in passing a comprehensive exam by the end of the course, the student will receive an incomplete grade in the course. The student will then register for PTA 293: Directed Study to receive additional instruction and support in areas of deficit.

Once the student has completed remediation and has passed a comprehensive exam, the Program Director will complete the grade change form for PTA 201: PTA Seminar. The student's graduation is then validated by the Program Director to allow the student to register for the NPTE.

Chapter VII: Curricular Content

(CAPTE Standard 7: Required Content Areas)

General Education

The degree plan begins with two semesters of foundational, general education courses as illustrated below.

Semester I

Course #	Course Name	Credit Hours	Contact Hours
BIO 201	Anatomy and Physiology I	4	5
Elective	Fine Arts or Humanities	3-4	3-4
ENG 101	English Comp I	3	3
Bio 120	Medical Terminology	3	3
Total		**13-14**	**14-15**

Semester II

Course #	Course Name	Credit Hours	Contact Hours
BIO 202	Anatomy and Physiology II	4	5
MTH 108	Quantitative Reasoning	3	3
CIS 146	Computer Applications	3	3
PSY 210	Human Growth and Development	3	3
Total		**13**	**14**

Technical Year Courses

(Requires application and admission to PTA Program)

Semester III: Fall I

Course #	Course Name	Credit Hours	Contact Hours
PTA 120	Intro to Kinesiology	3	5
PTA 202	PTA Communication Skills	2	2
PTA 220	Functional Anatomy and Kinesiology	3	3
PTA 221	Kinesiology Lab	1	3
PTA 240	Physical Disabilities I	2	2
PTA 250	Therapeutic Procedures I	4	8
PTA 290	Therapeutic Exercise Lab	1	3
Totals	**6 courses**	**16**	**26**

Semester IV: Spring

Course #	Course Name	Credit Hours	Contact Hours
PTA 210	Intro to Physical Therapy Clinic	1	2
PTA 230	Neuroscience	2	2

PTA 231	Rehabilitation Techniques	2	6
PTA 232	Orthopedics for the PTA	2	2
PTA 251	Therapeutic Procedures II	4	8
PTA 241	Physical Disabilities II	2	2
Totals	**6 courses**	**13**	**23**

Semester V: Summer

Course #	Course Name	Credit Hours	Contact Hours
PTA 200	Issues and Trends in Physical Therapy	2	2
PTA 266	Clinical Fieldwork I	2	4
PTA 263	Clinical Affiliation I	3	6
Totals	**3 courses**	**9**	**12**

Semester VI: Fall II

Course #	Course Name	Credit Hours	Contact Hours
PTA 201	PTA Seminar	2	2
PTA 268	Clinical Practicum	5	10
Totals	**2 courses**	**7**	**12**

Required Content Coverage

Subject Matter	Semester III	Semester IV	Semester V	Semester VI
Movement Science	PTA 120, PTA 220, PTA 221	PTA 251, PTA 231	PTA 266, PTA 263	PTA 268, PTA 201
Pathology	PTA 240	PTA 241, PTA 230	PTA 266, PTA 263	PTA 268, PTA 201
Interventions	PTA 120, PTA 221, PTA 290,	PTA 231, PTA 232, PTA 251	PTA 266, PTA 263	PTA 268
Documentation	PTA 202	PTA 231, PTA 232, PTA 251	PTA 266, PTA 263	PTA 268
Safety	PTA 120, PTA 220, PTA 221, PTA 250, PTA 290	PTA 230, PTA 232, PTA 231, PTA 251, PTA 210	PTA 266, PTA 263	PTA 268, PTA 201

Professional Ethics	PTA 202	PTA 210	PTA 200, PTA 266, PTA 263	PTA 268, PTA 201

Chapter VIII: Clinical Education

Faculty Clinical Education Handbook

Purpose of This Handbook

This handbook provides guidance for new Physical Therapist Assistant (PTA) program faculty regarding Clinical Education expectations, procedures, and documentation related to clinical site visits. It ensures consistent implementation of CAPTE-aligned clinical oversight practices.

New Faculty Clinical Education Onboarding Checklist (effective Jan 2027)

☐ Review PTA Program Mission, Goals, and Curriculum

☐ Review CAPTE Standards related to Clinical Education (Standards 6C–6K)

☐ Meet with ACCE/DCE to review clinical education structure

☐ Review Clinical Education Manual and Site Visit Procedures

☐ Review Adaptive Clinical Site Visit Faculty Survey tool

☐ Receive training on identifying appropriate supervision and scope of practice

☐ Review student evaluation tools (CPI or program-specific instruments)

☐ Observe an experienced faculty member conducting a site visit

☐ Conduct a supervised site visit with ACCE/DCE feedback

☐ Demonstrate independent completion of site visit documentation

☐ Understand documentation storage and submission procedures

Faculty Signature: _____ Date: _____

ACCE/DCE Signature: _____ Date: _____

Clinical Education Curriculum

The clinical education curriculum includes four courses:

PTA 210 Introduction to Physical Therapy Clinic: an integrated clinical experience in which students visit various clinical environments accompanied by an instructor. This is an 8-week miniterm course.

PTA 266 Clinical Fieldwork I: a 4-week, full-time clinical during which the student is expected to achieve beginner to advanced beginner scores on the CPI.

PTA 263 Clinical Affiliation I: a 5-week intermediate, full-time clinical during which the student is expected to reach intermediate to advanced intermediate levels for all criteria on the CPI.

PTA 268 Clinical Practicum: a terminal, full-time, 8-week clinical experience during which the student is expected to reach entry level on the CPI rating scale. Students also complete a clinical inservice project during this rotation.

Clinical Contacts/Agreements

A valid and fully implemented user agreement must be in place to allow students to be assigned to a clinical site. Bishop State PTA has a standard agreement which is approved by the State of Alabama, the Alabama Community College System and Bishop State Community College.

Should a clinical site request to utilize their own agreement/contract or request changes to the Bishop State PTA Program clinical agreement, the PD/DCE shall forward the contract to the Administrative Assistant for Health Sciences who will ensure that the agreement and the suggested changes are approved by the chain of command. Once the changes have been approved by both parties, the contract will be signed and considered fully executed.

The fully executed version of the contract shall be uploaded to the Clinic's Site profile in EXXAT with the start and expiration dates of the contract updated in the profile as well. If the clinical partner elects autorenewal of the agreement, the toggle is set to "autorenewal." Otherwise, the EXXAT system will notify users of the system when a clinical contract is within 60 days of expiry.

When the expiry warning email is received, the DCE or a delegated party will initiate the process of renewing the contract/agreement.

The collaborative partnership between the student, Clinical Instructor, SCCE/CCCE, and Director of Clinical Education, working together to support student learning, professional growth, patient safety, and successful completion of clinical education requirements.

Key Responsibilities of Bishop State PTA Students

This page provides a list of expectations of students for clinical courses and clinical rotations.

1. Students will remain compliant status in EXXAT at all times.
    a. This includes checking their EXXAT accounts and email regularly to ensure that nothing expires.
2. Timesheets are to be completed in real time just as if you are using a time clock for a job.
3. Patient logs are to be completed daily for each patient seen.
4. All timesheets, leave requests, and patient logs should be sent to the CI for approval.
5. Students will IMMEDIATELY contact the Program Director if they are not meeting a minimum of 36 hours for the week in a clinic.
    a. Work weeks are scheduled as 40 hours.
    b. Having worked 36 hours does not give the student permission to leave the clinic early.
        1. If a student is being *required* to work greater than 45 hours per week, he/she is to contact the Program Director.
            i. It is acceptable to expect to have some hours over 40 when caseloads are high,
            ii. Students may also see an increase in hours if there is a natural disaster in our region. However, students should not work beyond the time where they feel safe to continue treating patients.
            iii. We do ask that our clinical partners never "schedule" a student for overtime. The only exception to this is if the student is working an extra day, one week to make up hours missed in another week.
6. If the Clinical Instructor is working, the should be there. Yes, this includes holidays and weekends.
7. Keep an eye on Canvas.
    a. Students will have assignments due in CANVAS throughout your clinical course.
    b. Read all announcements.
    c. Make sure to double check CI contact information before submitting it.
        1. A CI may use one email address for communication and another for their CPI login.
        2. If a CI has a different preferred name or has had a name change, please let the Program Director know.
8. If a student experiences difficulty with EXXAT, APTA CPI, CANVAS or OneACCS, he/she should report the issue, immediately, to the platform's tech support.

a. CC the Program Director in the email as well, as this prevents delays in response time.
b. Do not forget that many systems now have help modules available from your dashboard.

Key Responsibilities of Clinical Instructors

The following responsibilities outline the core expectations of Clinical Instructors serving Bishop State Community College Physical Therapist Assistant (PTA) students. These responsibilities are organized by functional area to promote clarity, consistency, and alignment with CAPTE standards and clinical education best practices.

1. Orientation and Onboarding

- Provide a comprehensive orientation to the facility, including policies, procedures, emergency protocols, safety practices, and departmental workflow.
- Review documentation systems, productivity expectations, dress code, and scheduling requirements.
- Introduce the student to staff, interprofessional team members, and relevant departments.
- Clarify roles, expectations, and communication procedures at the start of the clinical experience.

2. Supervision and Patient Safety

- Provide appropriate, direct supervision consistent with state practice acts, facility policies, payer requirements, and student skill level.
- Ensure patient safety at all times and intervene when necessary to protect patient welfare.
- Progressively adjust the level of supervision and student autonomy as competence is demonstrated.
- Ensure all student interventions are appropriate, supervised, and documented in accordance with facility and regulatory requirements.

3. Clinical Instruction and Learning Facilitation

- Facilitate student learning through demonstration, guided practice, questioning, reflection, and discussion.
- Promote the development of clinical reasoning, problem-solving, and clinical decision-making skills.
- Provide exposure to a variety of patient diagnoses, age groups, and treatment approaches when possible.
- Reinforce evidence-based practice, ethical decision-making, and patient-centered care.

4. Feedback and Communication

- Provide ongoing, constructive verbal and written feedback throughout the clinical experience.
- Conduct regular formal and informal feedback sessions to review student progress.
- Participate in weekly goal-setting and progress discussions with the student.
- Communicate promptly with the Director of Clinical Education (DCE) regarding student progress, concerns, or safety issues.

5. Student Evaluation and Assessment

- Complete all required clinical evaluation instruments accurately and by established deadlines.
- Conduct midterm and final performance evaluations using the Clinical Performance Instrument (CPI) or program-approved tools.
- Provide objective, honest, and evidence-based assessments of student performance.
- Collaborate with the DCE to develop remediation or learning plans when performance concerns arise.

6. Professional Role Modeling

- Model ethical, legal, and professional behavior consistent with APTA standards.
- Demonstrate patient-centered care, cultural humility, and respectful communication.
- Exhibit accountability, integrity, and commitment to lifelong learning.
- Maintain compliance with HIPAA, OSHA, infection control, and facility policies.

7. Learning Environment and Student Support

- Foster a psychologically safe, inclusive, and respectful learning environment.
- Encourage questions, active participation, and reflective practice.
- Provide reasonable expectations appropriate to the student's stage of clinical education.
- Support student growth, professional development, and successful achievement of clinical objectives.

8. Communication with the Academic Program

- Maintain open, timely communication with the Director of Clinical Education.
- Notify the DCE promptly of concerns regarding clinical competence, professionalism, attendance, communication, or safety.

- Participate in site visits, virtual meetings, or check-ins as requested by the program.
- Collaborate with the program to support student success and continuous improvement of clinical education experiences.

Policy Statement on Clinical Instructor Communication

Effective, timely, and professional communication is essential to a successful clinical education experience and is a shared responsibility among the Clinical Instructor (CI), the student, the clinical site, and the Director of Clinical Education (DCE). The Bishop State Community College Physical Therapist Assistant (PTA) Program expects Clinical Instructors to maintain open, respectful, and proactive communication throughout each clinical education experience.

Clinical Instructors are expected to:

- **Communicate regularly with the student** through ongoing formative feedback, scheduled progress discussions, and weekly goal setting to ensure the student clearly understands performance expectations, strengths, and areas for improvement.
- **Maintain proactive communication with the Director of Clinical Education (DCE)** regarding student progress, learning experiences, and overall performance throughout the placement.
- **Notify the DCE promptly** of any concerns related to clinical competence, professional behavior, communication, attendance, patient safety, or ethical conduct so that timely, collaborative intervention and support can be provided.
- **Respond in a timely manner** to communications from the student, the DCE, and program representatives, and participate in site visits, virtual meetings, or check-ins as requested.
- **Communicate in a professional, respectful, and constructive manner** that supports a psychologically safe learning environment and reflects the values and ethical standards of the physical therapy profession.

Early and consistent communication allows the Clinical Instructor, student, and DCE to collaboratively address learning needs, resolve concerns, and support student success. The PTA Program is committed to remaining accessible and responsive to Clinical Instructors and encourages open dialogue at any point during the clinical education experience.

Safety and Incident Reporting

Students are expected to comply with the safety policies of their clinical site at all times. Students and Clinical Instructors shall follow the incident reporting policy of the clinical site to remain in compliance with the organizational policies and procedures.

The student and clinical instructor should report any incidents to the Program Director as soon as it is safe and/or feasible to do so.

The Program Director/Clinical Education Faculty shall maintain records of any such reported incident in EXXAT under the communications tab.

Any reports of safety concerns shall be investigated immediately by the individual receiving the report. If the individual receiving the report is not the Program Director, the individual receiving the report shall initiate the investigation and note initial reports in EXXAT (if the recipient is a Bishop State employee. As soon as feasible, the individual receiving the initial report shall notify the Program Director. Documentation of the incident is to be entered in EXXAT in the Communications tab for the student involved.

Students and Bishop State Faculty will comply with the policies of the Clinical Site regarding investigation of safety concerns as per the Clinical Affiliation Agreement.

Chapter XI: Professional and Ethical Standards

The Bishop State PTA Program upholds the Code of Ethics and Core Values set forth by the American Physical Therapy Association.

The APTA Code of Ethics provides the ethical foundation for physical therapists (PTs) and physical therapist assistants (PTAs). It applies to all roles—patient/client management, consultation, education, research, and administration—and is used by APTA's Ethics and Judicial Committee to evaluate professional conduct. (apta.org)

The Code is grounded in core professional values, including:

Accountability

Altruism

Compassion and Caring

Excellence

Integrity

Professional Duty

Social Responsibility

Social Media Policy

Purpose

The PTA Program recognizes the educational and professional value of social media but requires that all students, faculty, staff, and administrators use these platforms in a

manner consistent with professional standards, institutional values, and legal obligations.

Scope

This policy applies to all Bishop State PTA students, faculty, staff, and administrators, and to all forms of social media, including professional and personal accounts. It covers platforms such as Facebook, Twitter/X, Instagram, LinkedIn, YouTube, and other online communication tools.

Key Principles

Professionalism – Social media use should reflect the highest standards of medical professionalism. Personal and professional accounts must be clearly distinguished.

Patient Privacy – Under no circumstances may patient information be shared, directly or indirectly, in violation of HIPAA or institutional privacy rules.

Institutional Representation – When representing SMHS, adhere to branding and communication guidelines. Personal opinions should be clearly marked as such.

Respect and Inclusivity – Avoid content that discriminates, harasses, or undermines diversity and inclusion.

Workplace Conduct – Social media use should not interfere with work responsibilities or the institution's mission.

Guidelines

Review content before posting; remember that online content is public and permanent.

Report known or suspected breaches of confidentiality to the appropriate office.

Follow the guidelines set forth in the PTA Student Handbook and other applicable policies.

Engage in online interactions with professionalism and courtesy.

Consequences

Violations may result in disciplinary action, up to and including removal from the program or termination of employment/affiliation.

HIPAA

All Bishop State PTA Faculty and Students are charged with protecting the PHI of all patients.

Students must complete HIPAA training prior to beginning clinical rotations and pass an assessment to demonstrate understanding.

Students and Faculty are to report any suspected HIPAA violations to the appropriate Compliance Officer or Supervisor.

More information on HIPAA is available at: https://www.hhs.gov/hipaa

Chapter X: Health, Safety, and Technical Requirements

Health Requirements:

Immunizations recommended include:

- Measles, Mumps, and Rubella (MMR)
- Herpes Zoster
- Tetanus, Diphtheria, and Pertussis (TDAP)
- Hepatitis B series
- Polio
- Influenza (in season)
- COVID

(Students may request a medical or religious exemption; however, the Program is not responsible for any limitations on clinical options due to declination of vaccines)

Tuberculosis (TB) Testing: (must complete one of the following, no exemptions)

- 2 Step Skin Test (renewal may only require 1 Step)
- Quantiferon Gold
- Chest X-ray (if previously tested positive or previous active TB

Urine Drug Screening (10-panel)

- Students must complete a urine drug screen and receive a clear negative result.
- Dilute tests are not accepted as valid. Students are advised to avoid drinking a large amount of fluids shortly before testing.
- Note: some clinical sites may require a new drug screen prior to beginning clinical rotations. This is not a Bishop State policy.

- Students self-pay for screenings through their EXXAT profile.
- Compliance is managed via EXXAT Approve and Universal.

Background Check

- Office of the Inspector General Background Check
- Students self-register and pay via their EXXAT profile.
- Additional fees may be incurred by those who have been residents of the State of New York.
- Students are advised to avoid name changes while in the Program to prevent issues with Background Checks.

Safety Training

Students receive instruction in OSHA, bloodborne pathogens, and infection control throughout the PTA Program curriculum. Additional independent, computer-based learning modules are employed for further instruction and third-party assessment through Compliance Junction.

All students are required to maintain certification in Basic Life Support (BLS) through an American Heart Association provider throughout their clinical rotations.

Technical Training and Assessment

Faculty assess students' clinical skills through a number of methods which include:

- Laboratory skills checks (pass/fail)
- Practical examination (assessed against a rubric)
- Faculty Site Visit Surveys
- Weekly Progress and Goals Worksheets
- APTA Clinical Performance Instrument
- Clinical Inservice Project

Chapter XI: Records and Confidentiality

Student Records Policy

The PTA Program adheres to the Bishop State Records Policy which dictates which records are considered permanent and which may be destroyed after a period of three (3) years.

Student academic records are maintained in Canvas LMS by the College and Alabama Community College System for a minimum of three years.

College enrollment records are maintained by the Office of Admissions and Records as permanent records. Bishop State transcripts are maintained through an agreement with Parchment.

Bishop State PTA Applications are maintained in Banner using Dynamic Forms. PTA Student clinical records are maintained in the APTA CPI and EXXAT Prism.

Family Educational Rights and Privacy Act (FERPA) Compliance

Bishop State and the PTA Program utilize platforms which require dual-factor authentication for access to protect student information. No student information can be released to any person other than the student without explicit permission from the student.

PTA Faculty and Staff do not discuss any student's records, grades, or other protected information with any person without permission of the student.

Chapter XII: Policy Review Cycle

Core PTA Faculty review policy via share document files and departmental meetings on an annual basis to determine if revisions are needed.

The use of shared files in OneDrive/Sharepoint allows for comments and revisions to be tracked and completed despite the varying schedules of faculty members.

In the instance that a new issue arises for which the Program does not have a written policy, the faculty and staff collaborate to determine the best practices. This process includes reaching out to local healthcare providers and organizations, reviewing any guidance from the APTA, Alabama Board of Physical Therapy, students, and other relevant stakeholders.

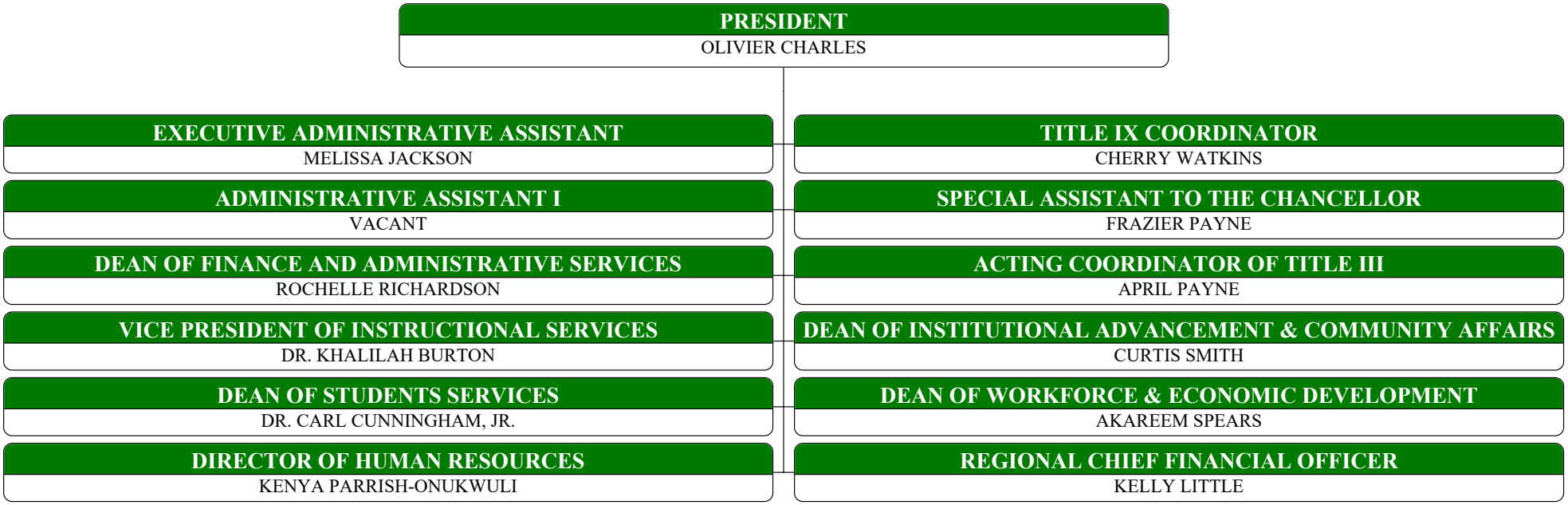
Policies may also be presented to the Advisory Board for the Program for a vote if concerns still exist.

Appendices

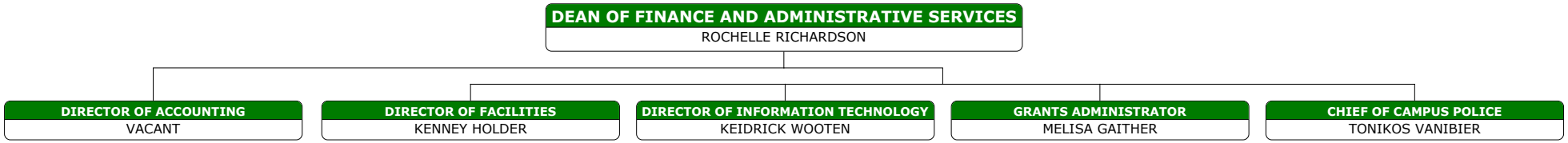
BISHOP STATE COMMUNITY COLLEGE

BISHOP STATE COMMUNITY COLLEGE
2024-2025 ORGANIZATIONAL CHART

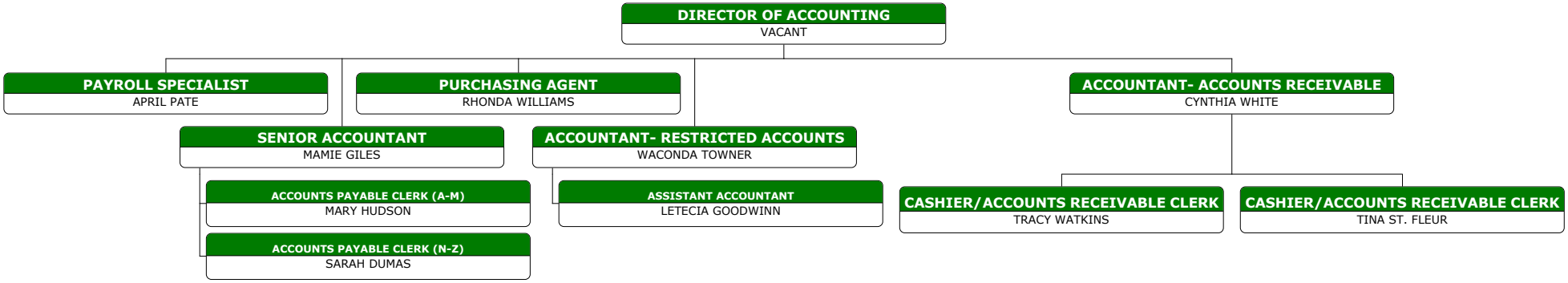
COLLEGE PRESIDENT REPORTS TO CHANCELLOR
OF ALABAMA COMMUNITY COLLEGE SYSTEM



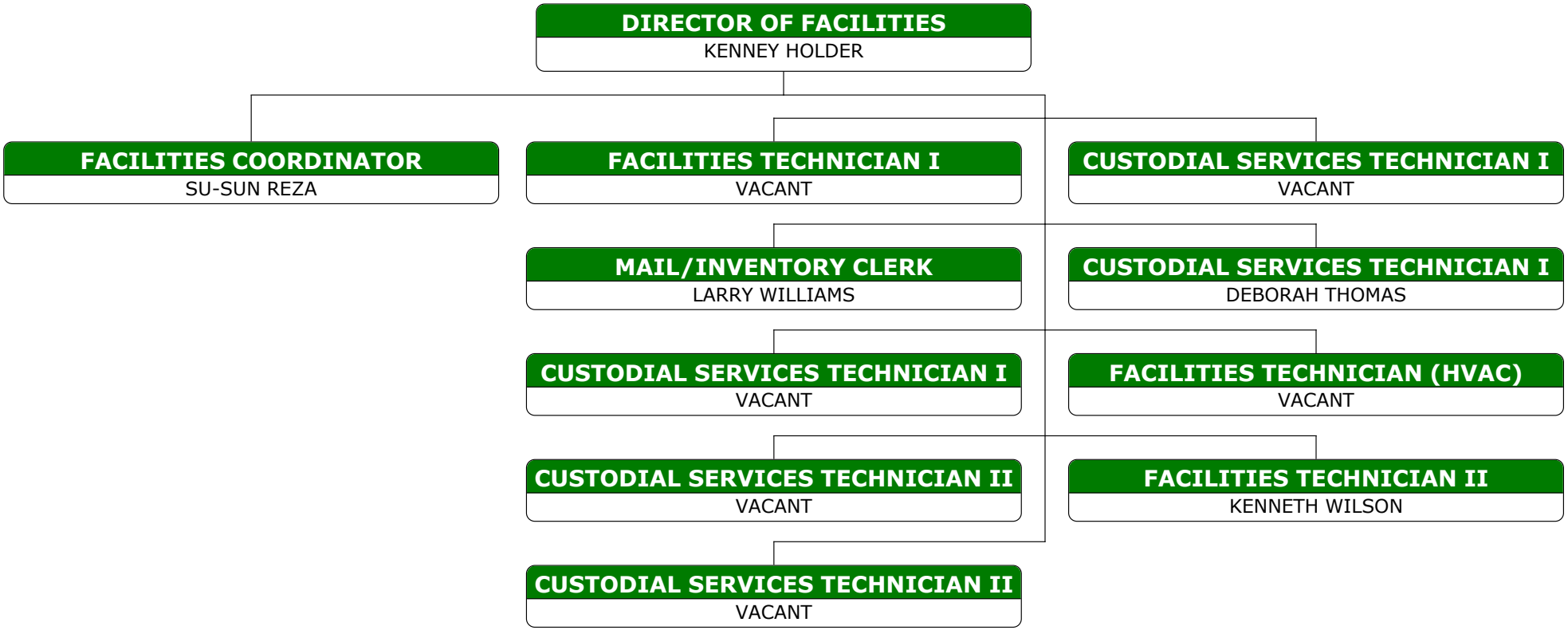
BISHOP STATE COMMUNITY COLLEGE



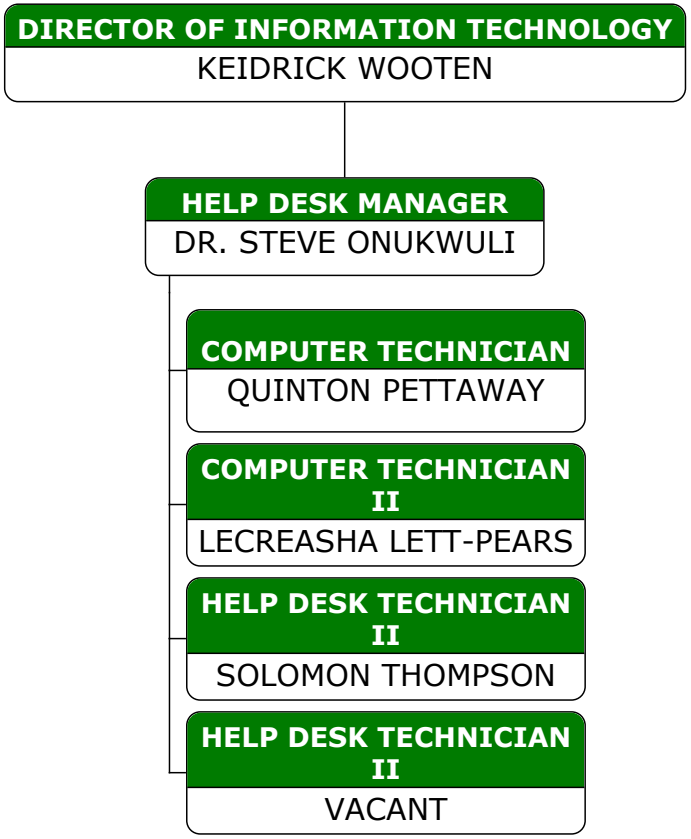
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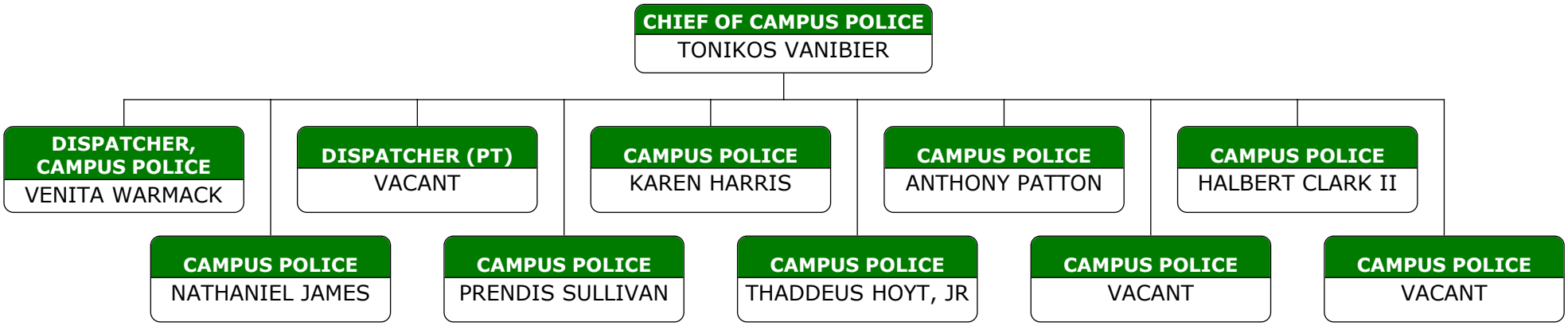
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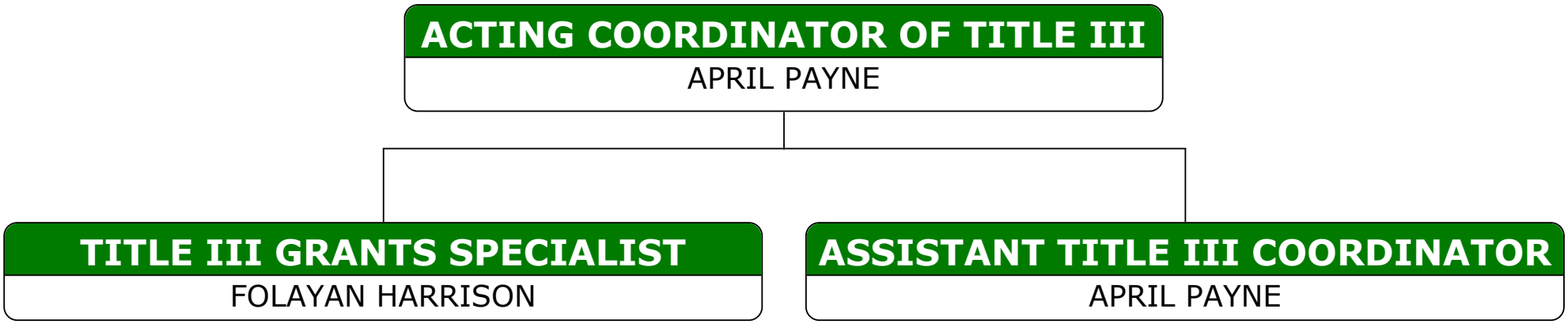
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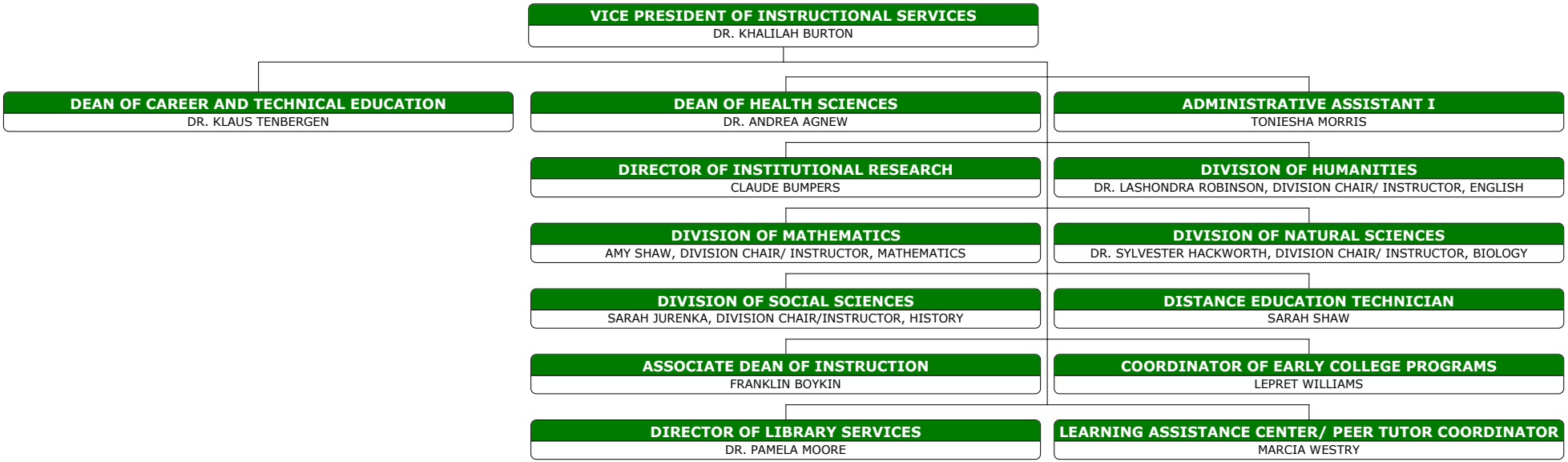
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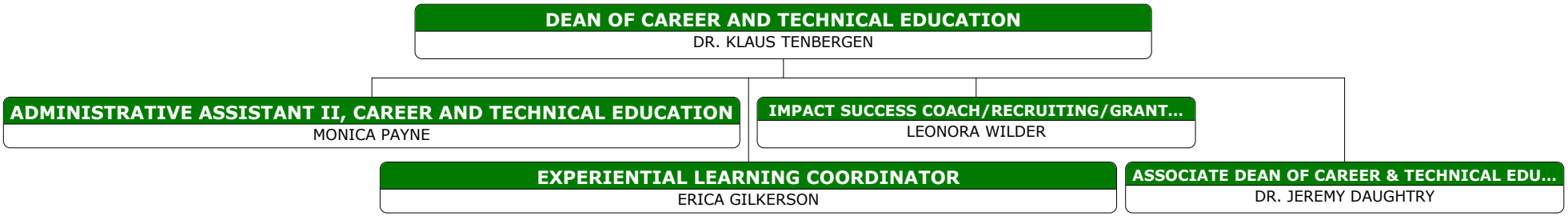
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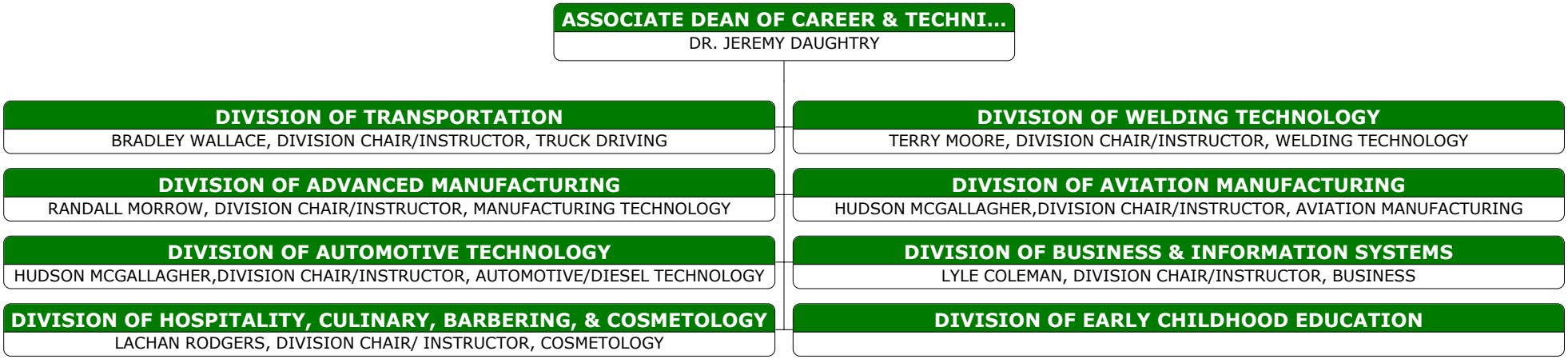
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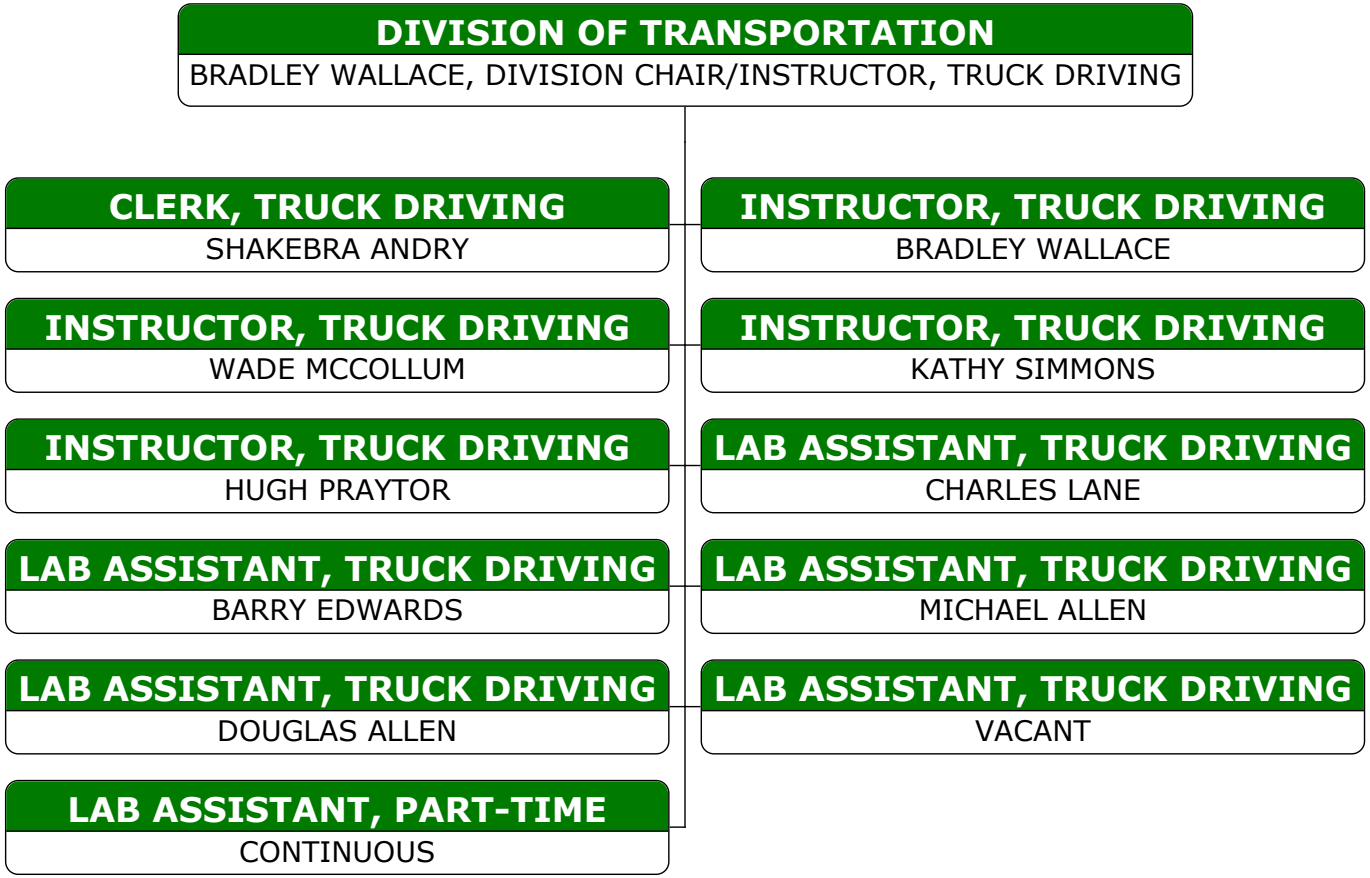
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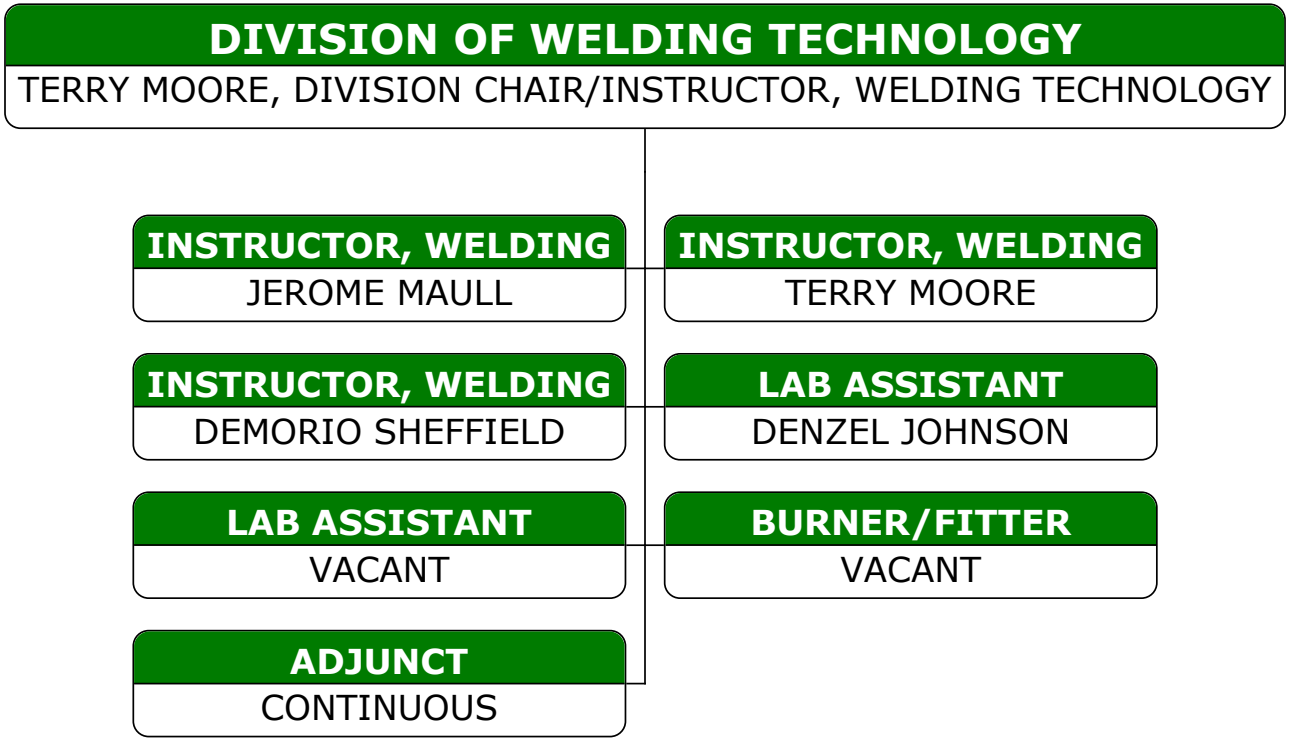
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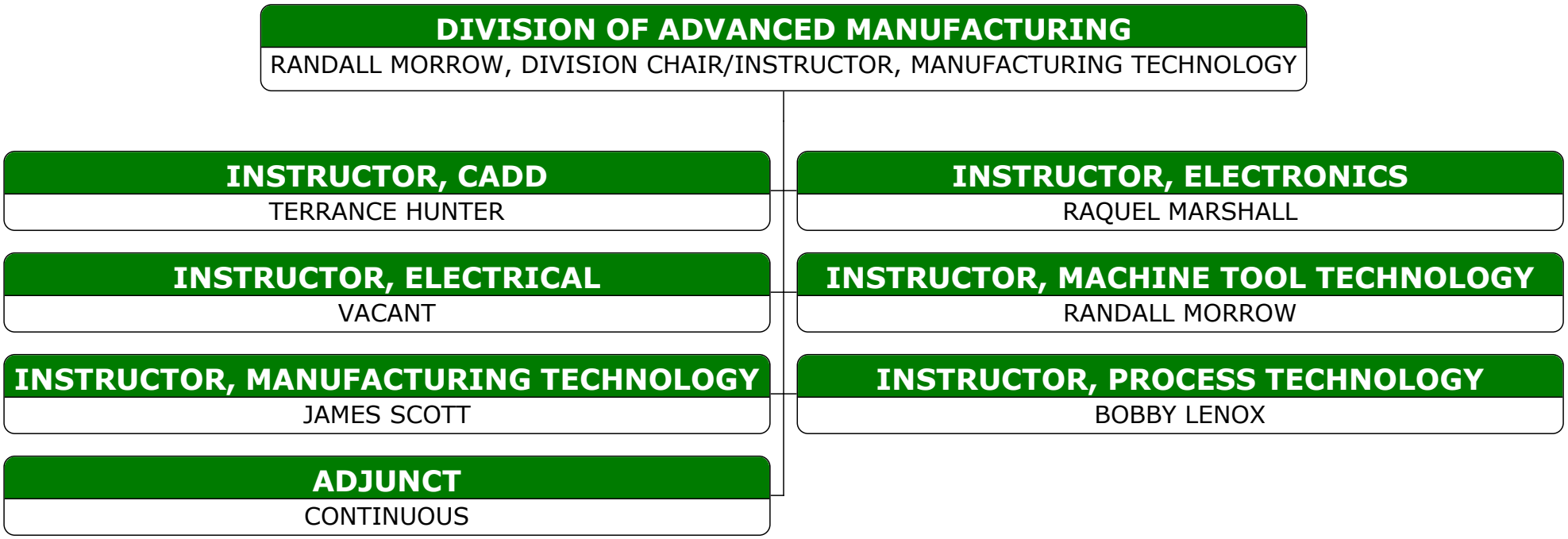
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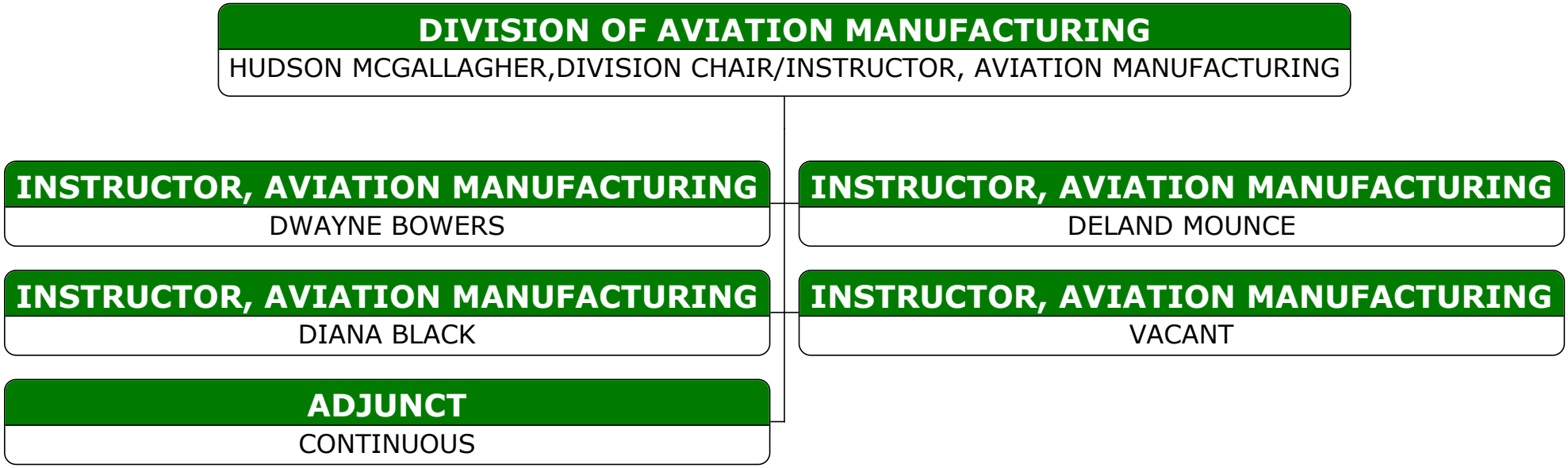
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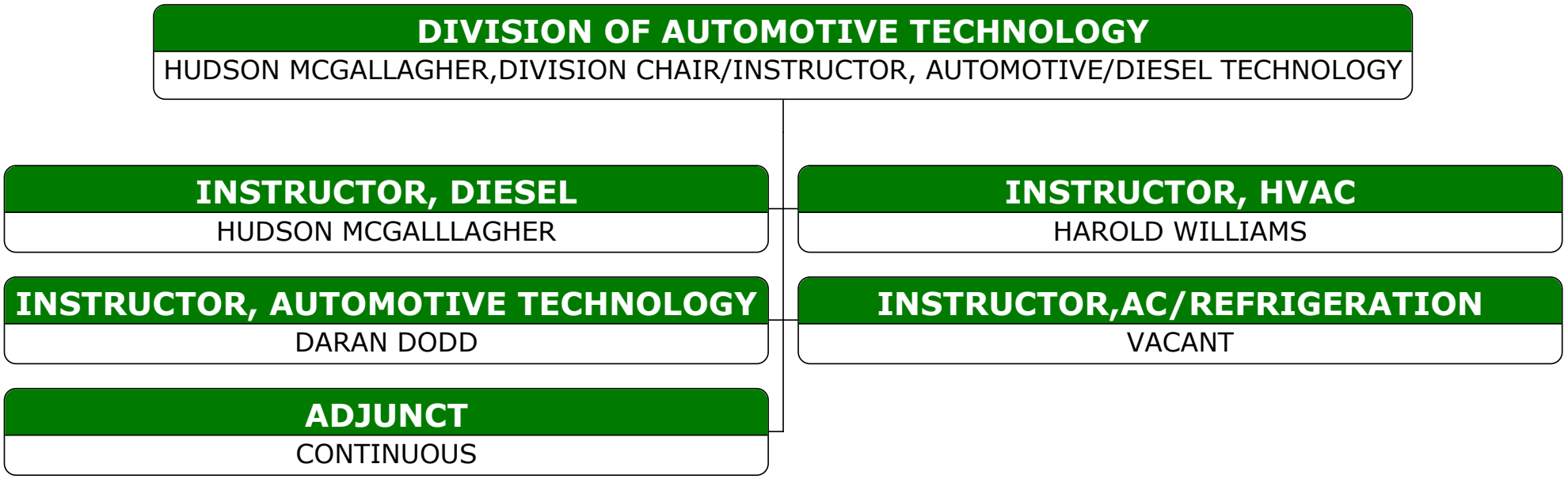
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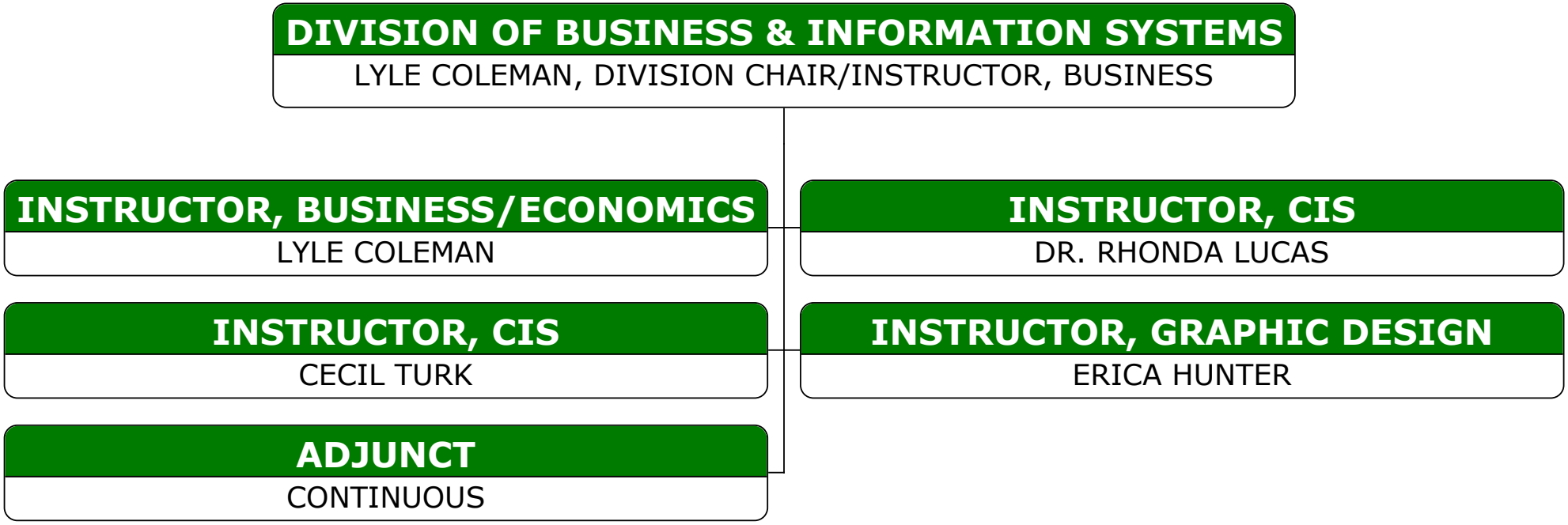
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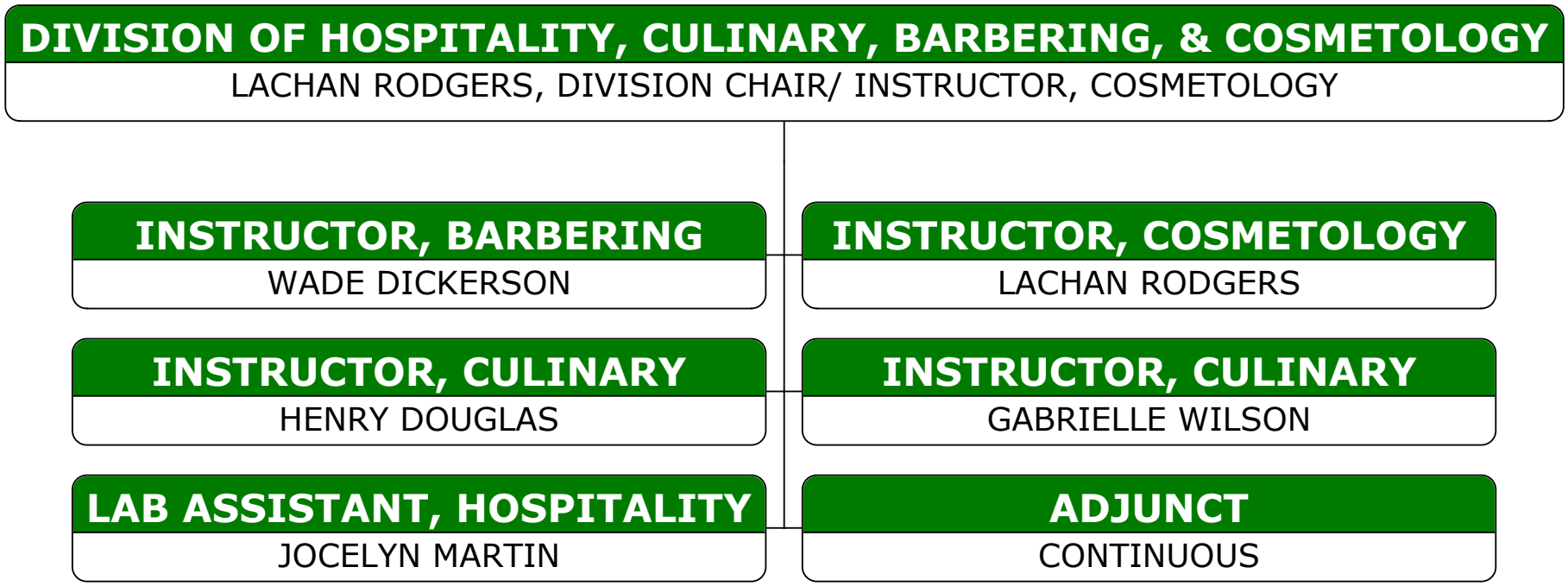
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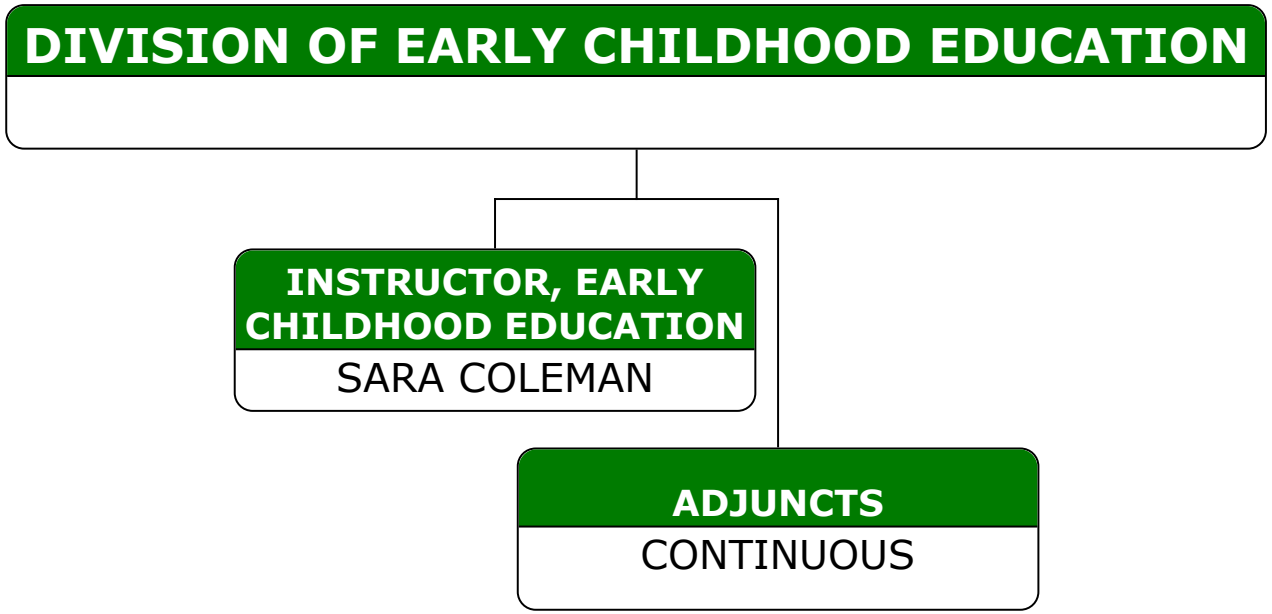
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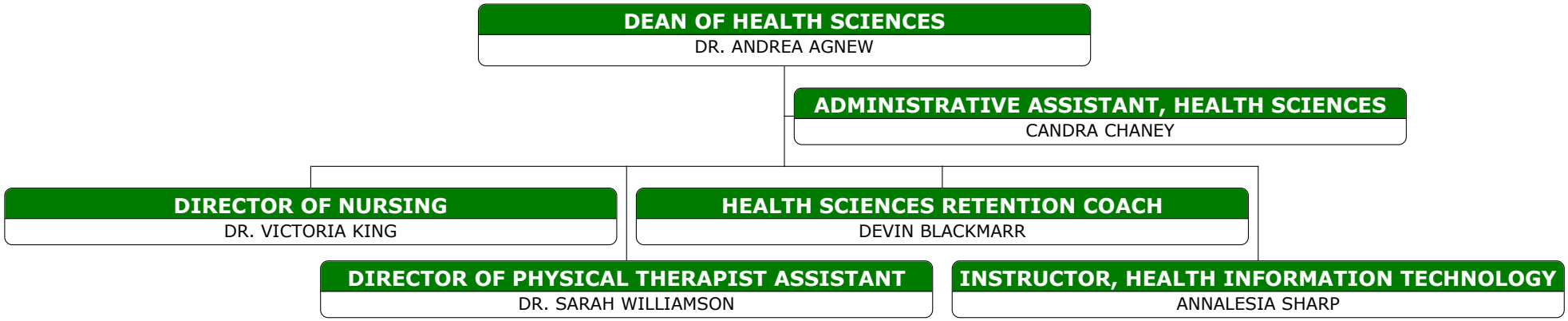
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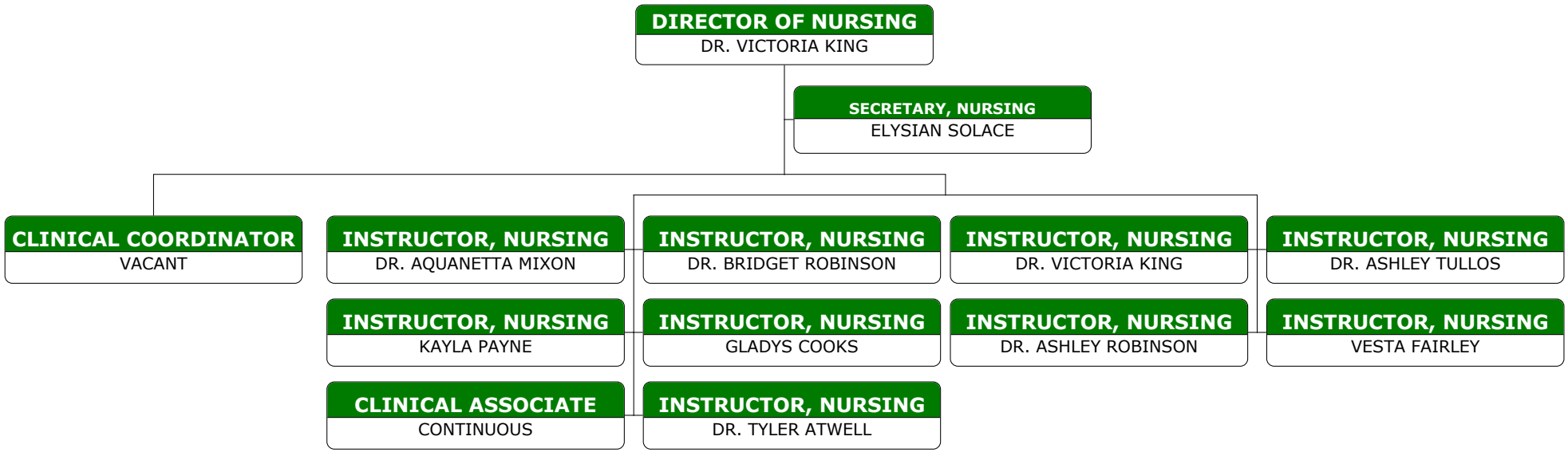
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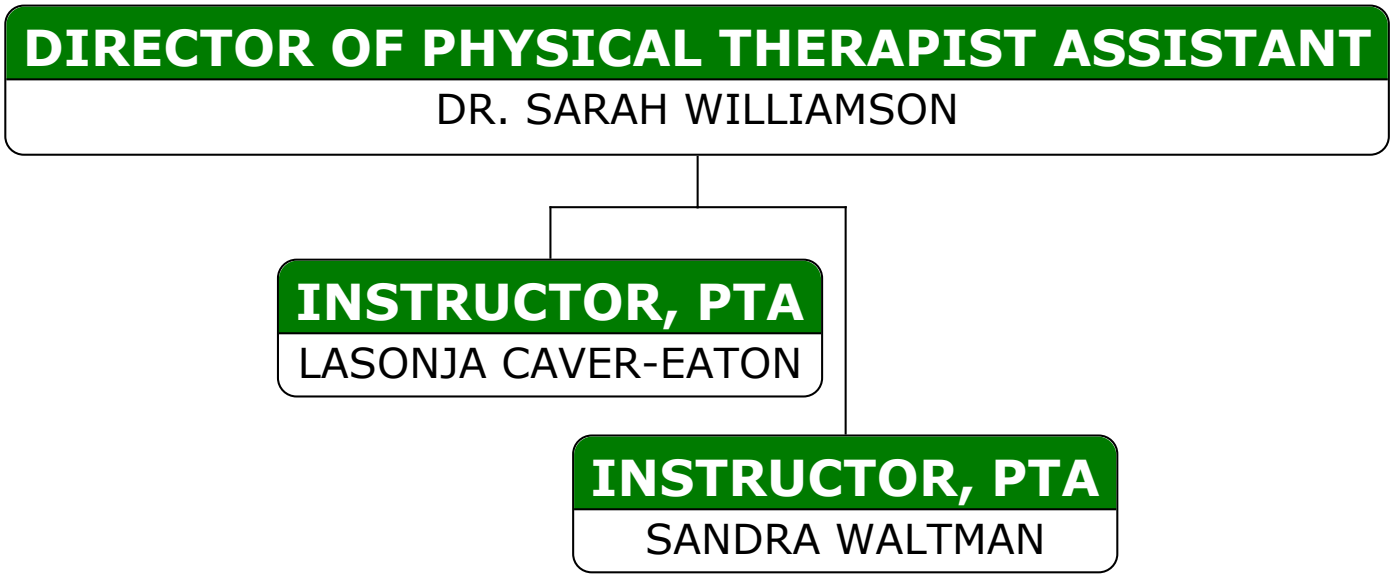
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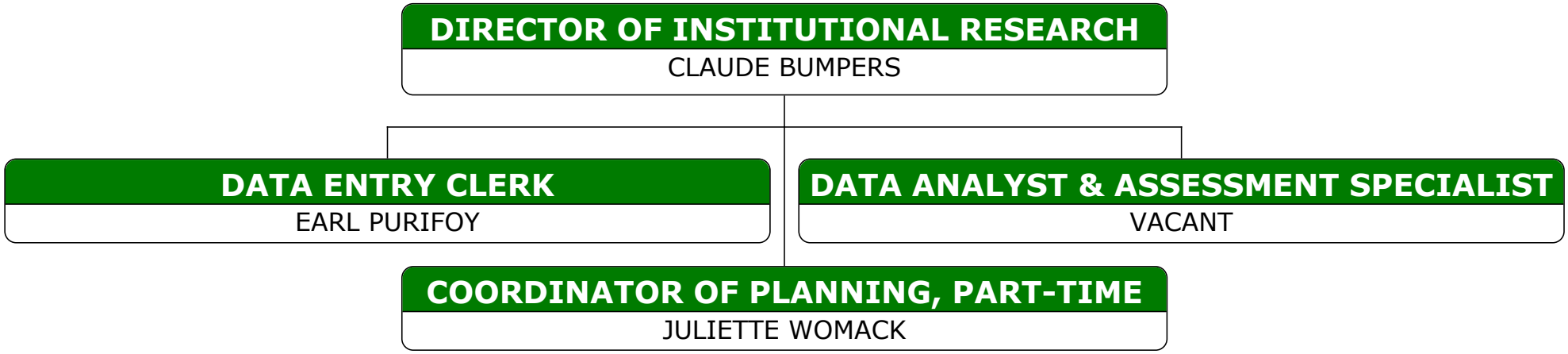
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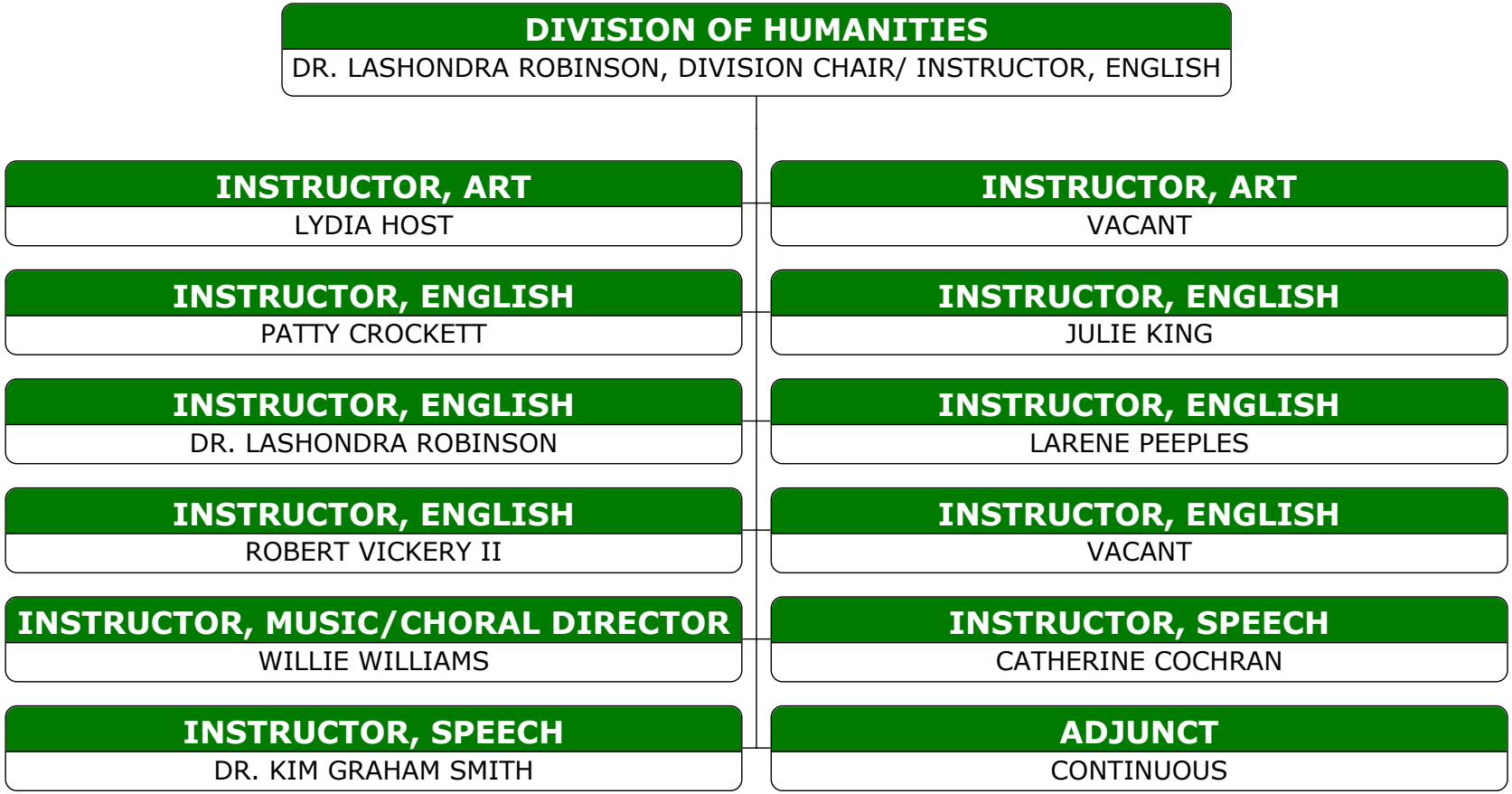
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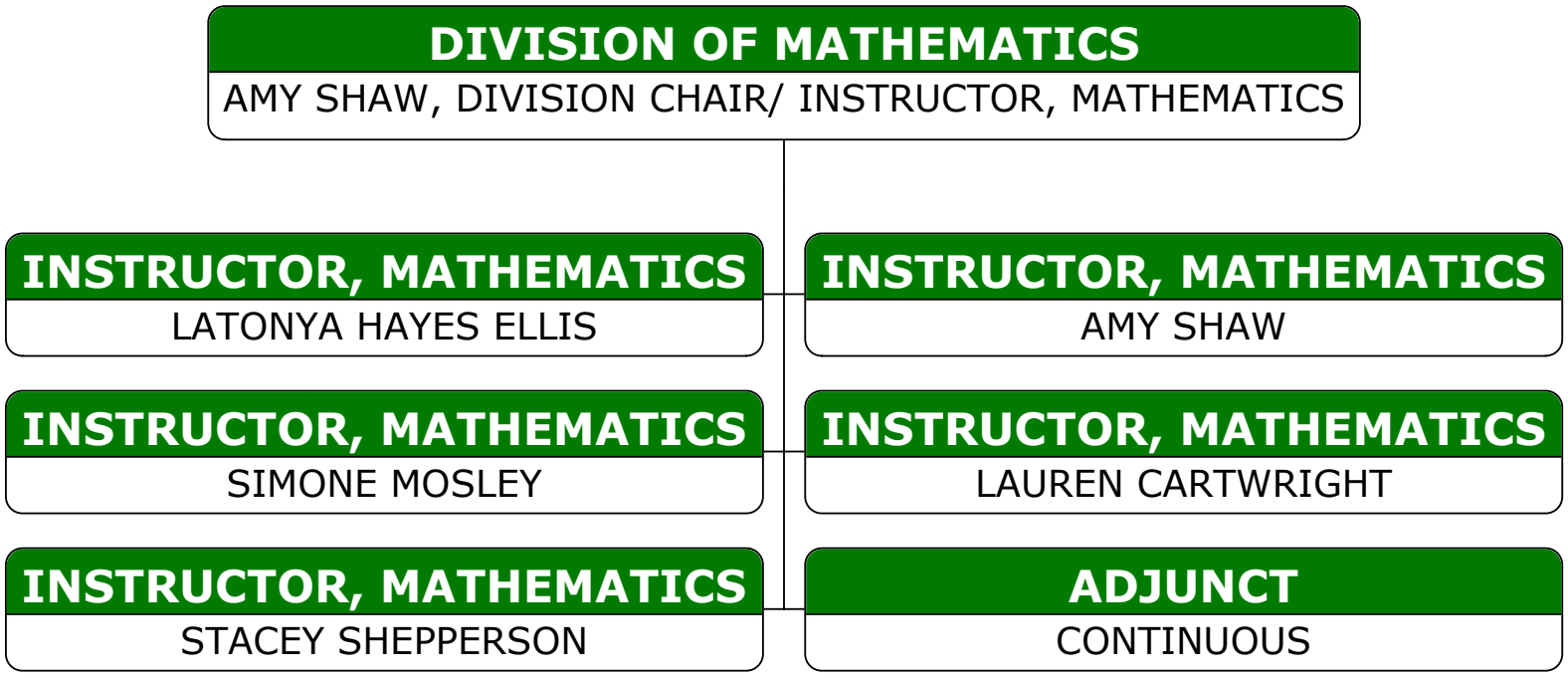
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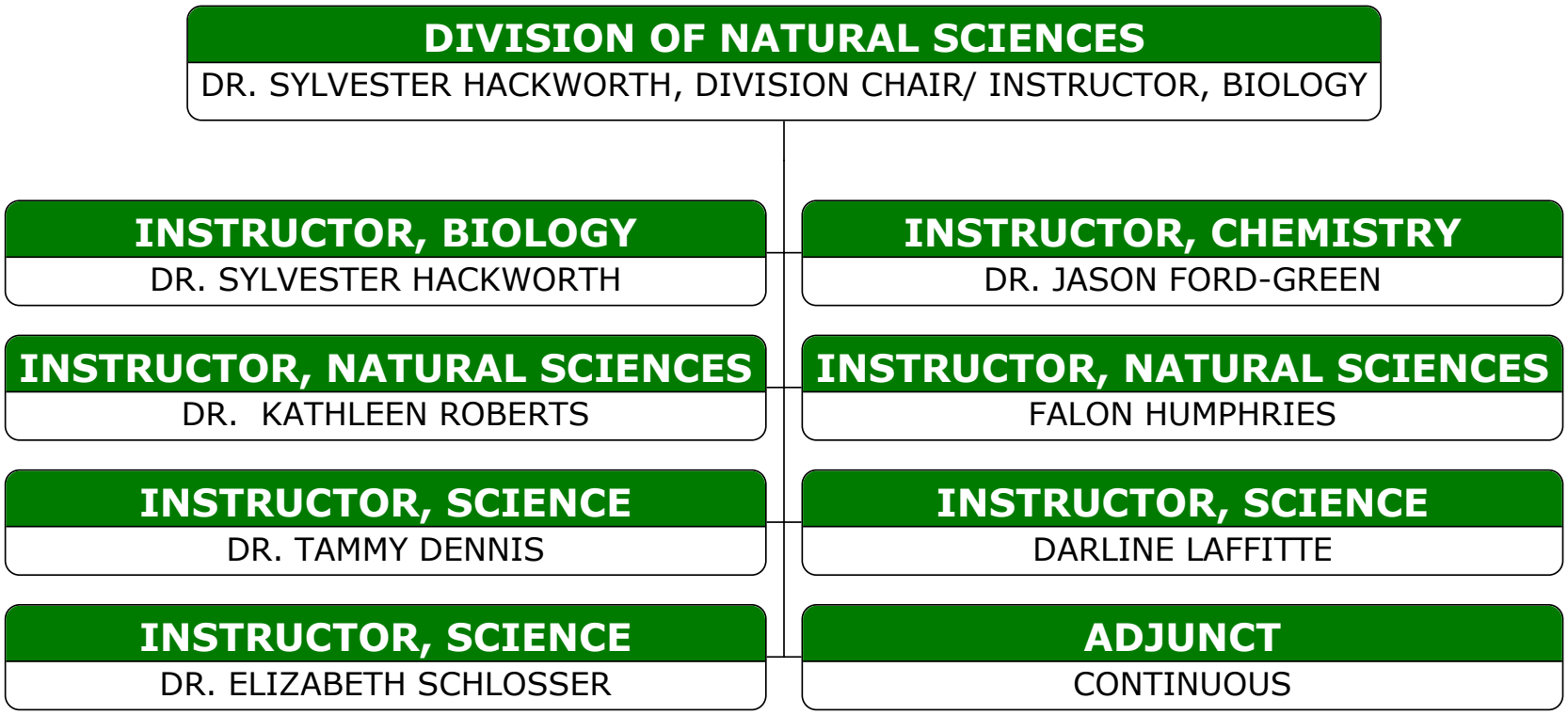
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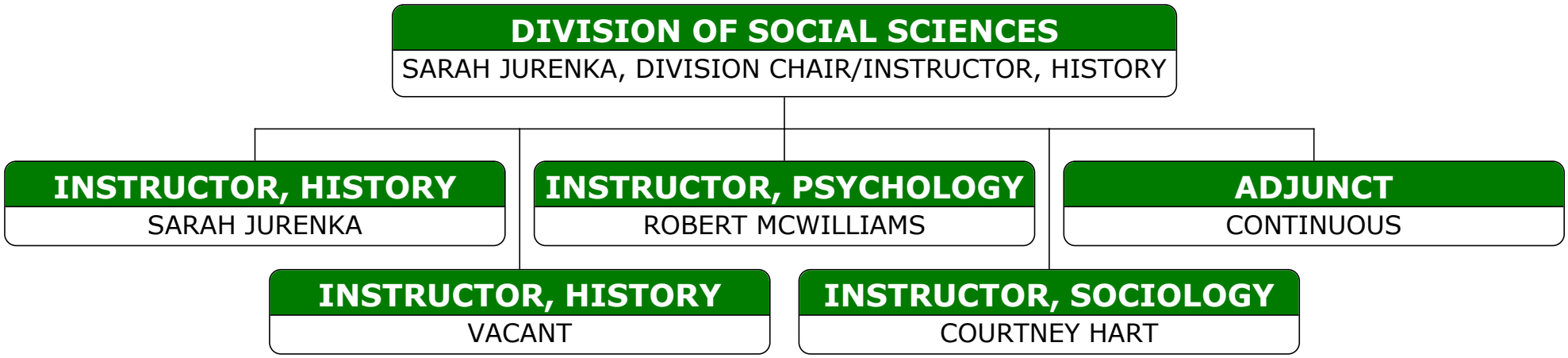
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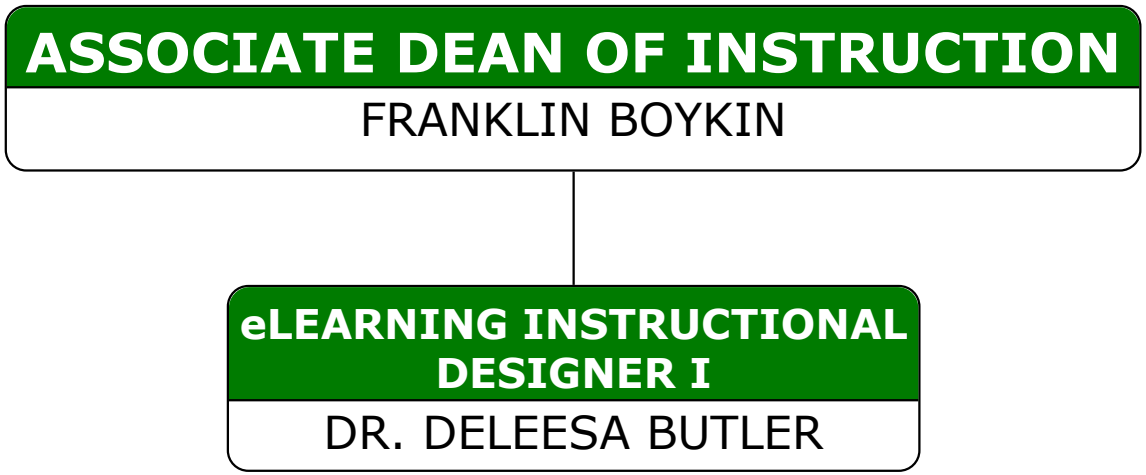
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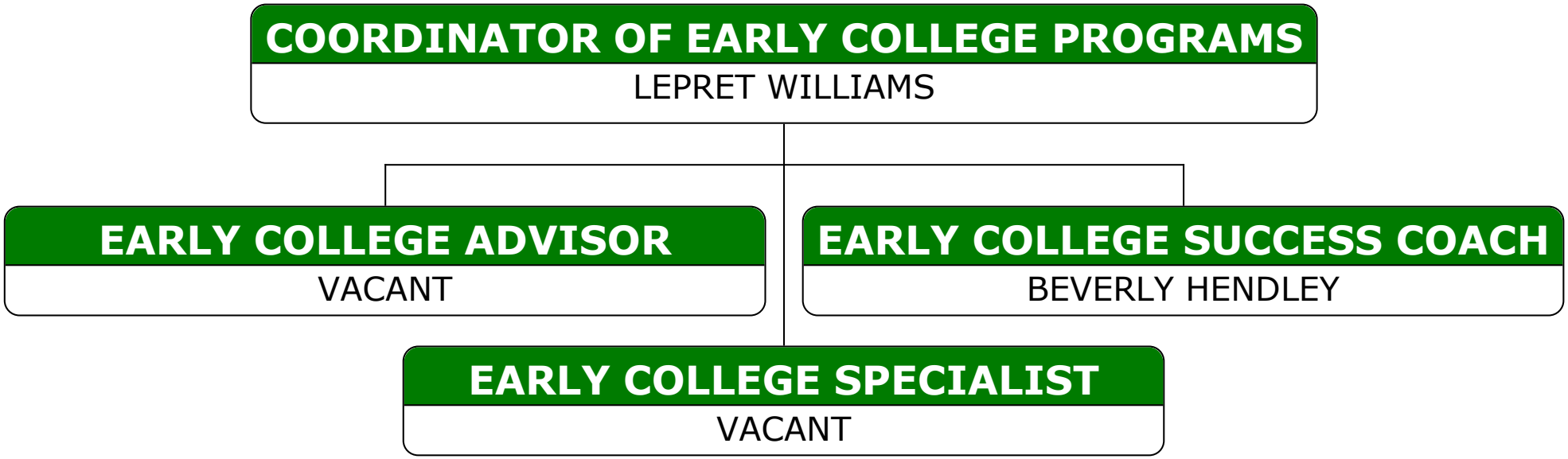
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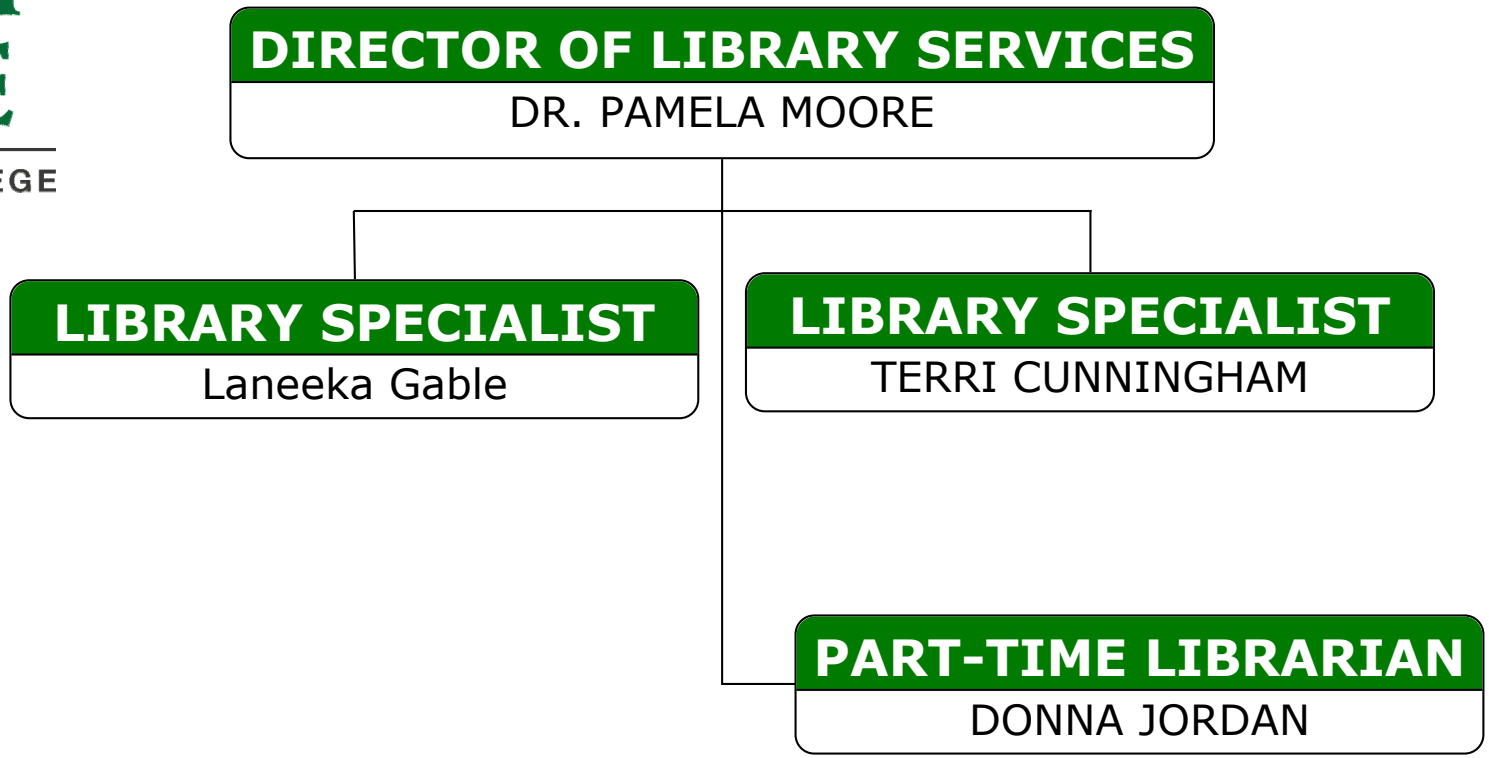
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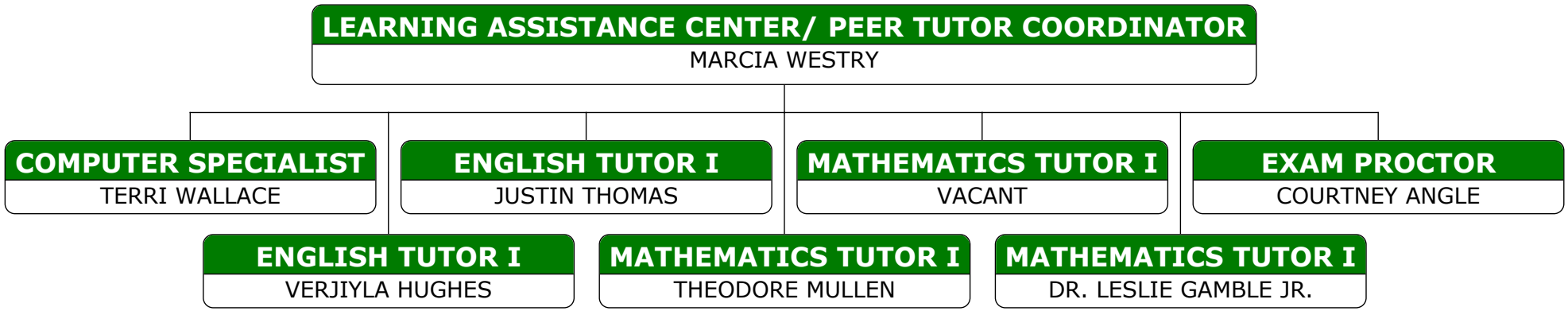
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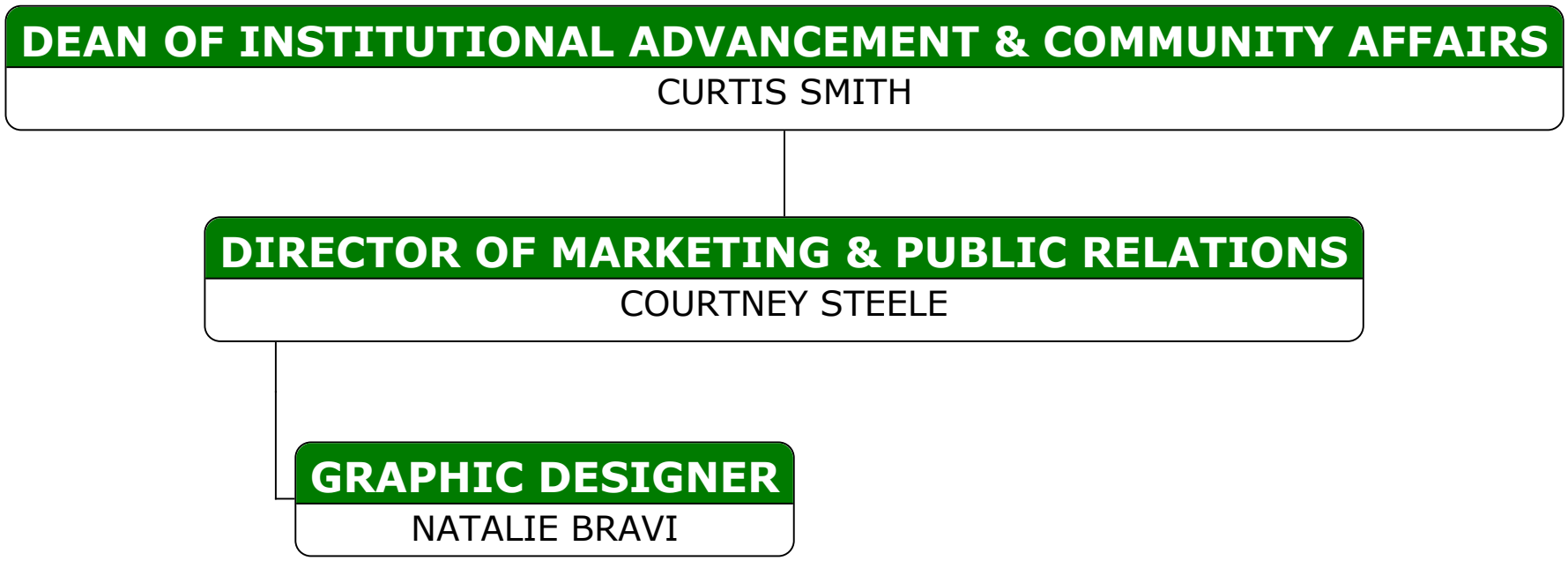
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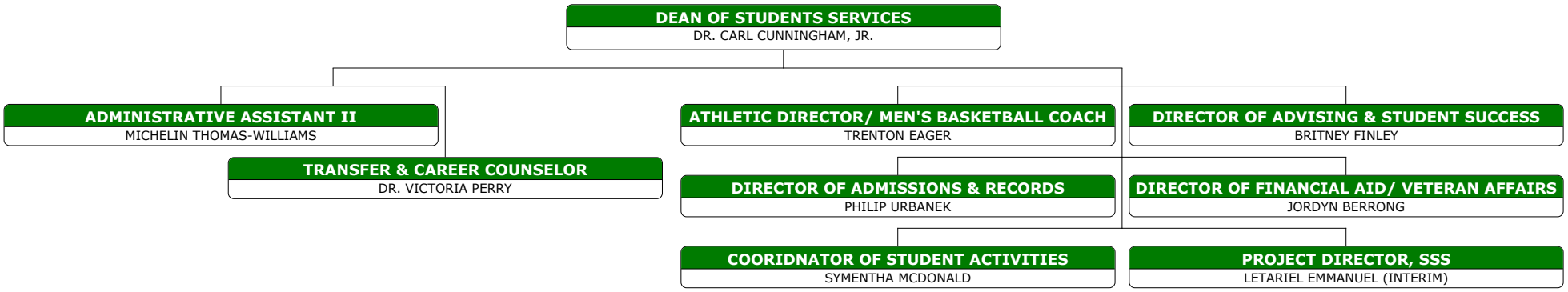
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ATHLETIC DIRECTOR/ MEN'S BASKETBALL COACH
TRENTON EAGER

WOMEN'S BASKETBALL COACH
ADRIA HARRIS

SOFTBALL COACH
MONICA MEADOWS

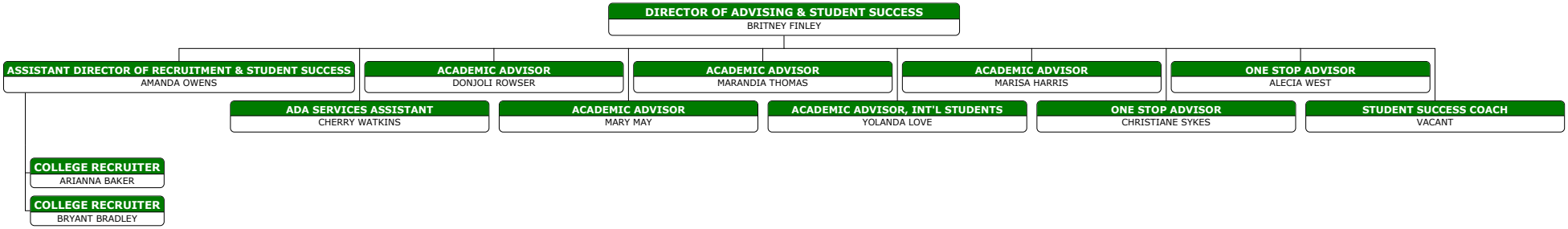
HEAD BASEBALL COACH
JAMES HATTENSTEIN

VOLLEYBALL COACH
NICOLE KESHOCK

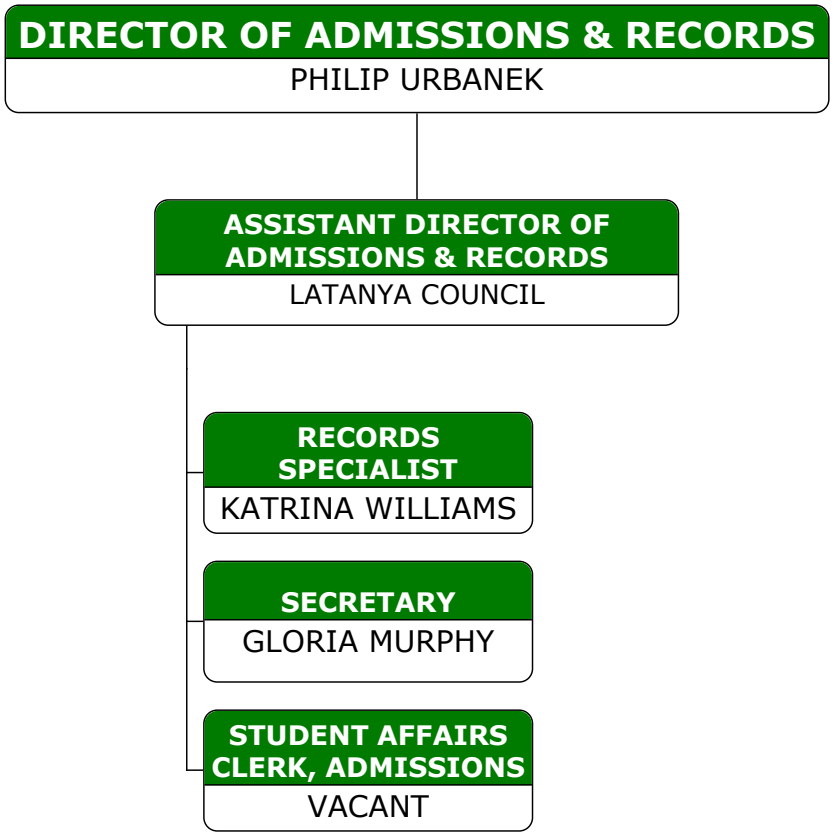
PART-TIME FLAG FOOTBALL COACH
FRANKLIN GOODE

PART-TIME CHEERLEADER COACH
TABITHA DALLAS

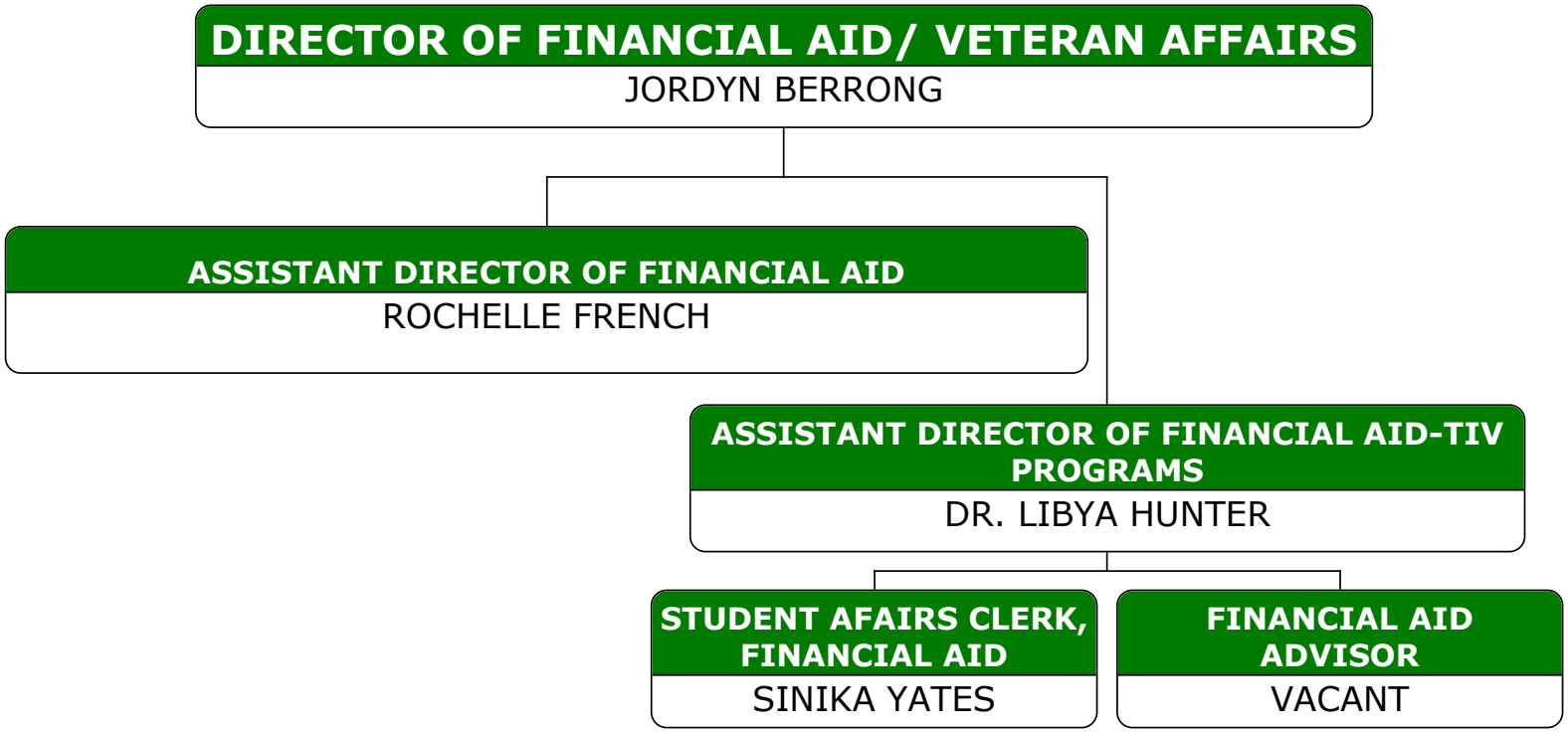
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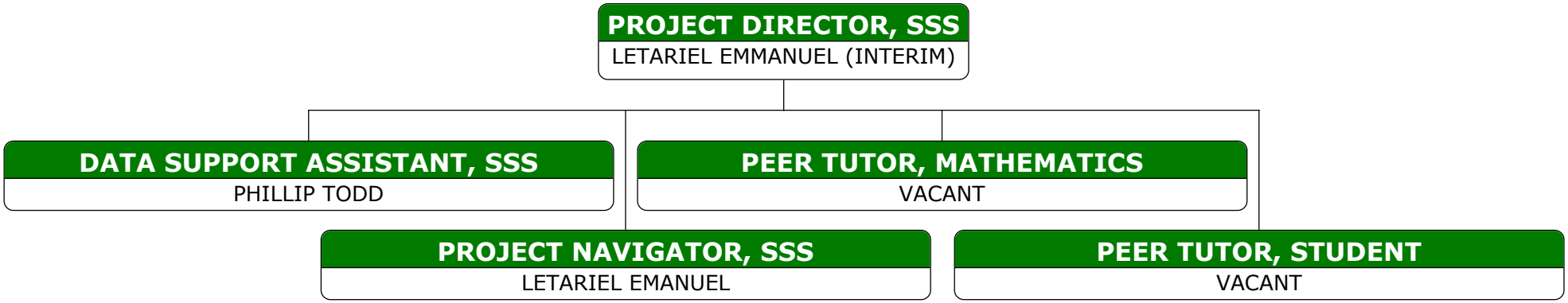
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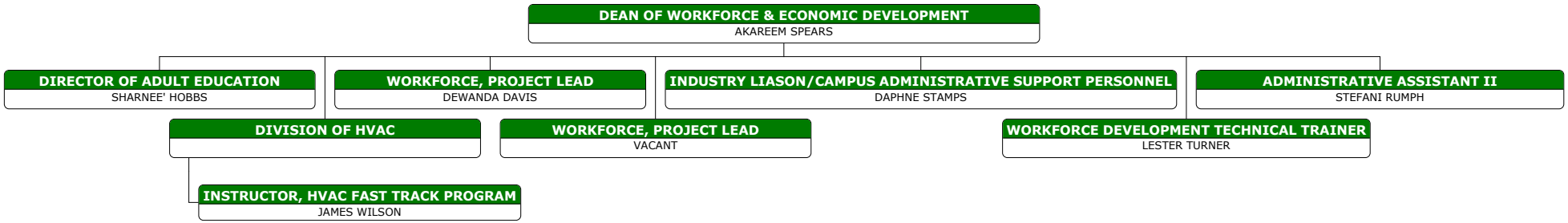
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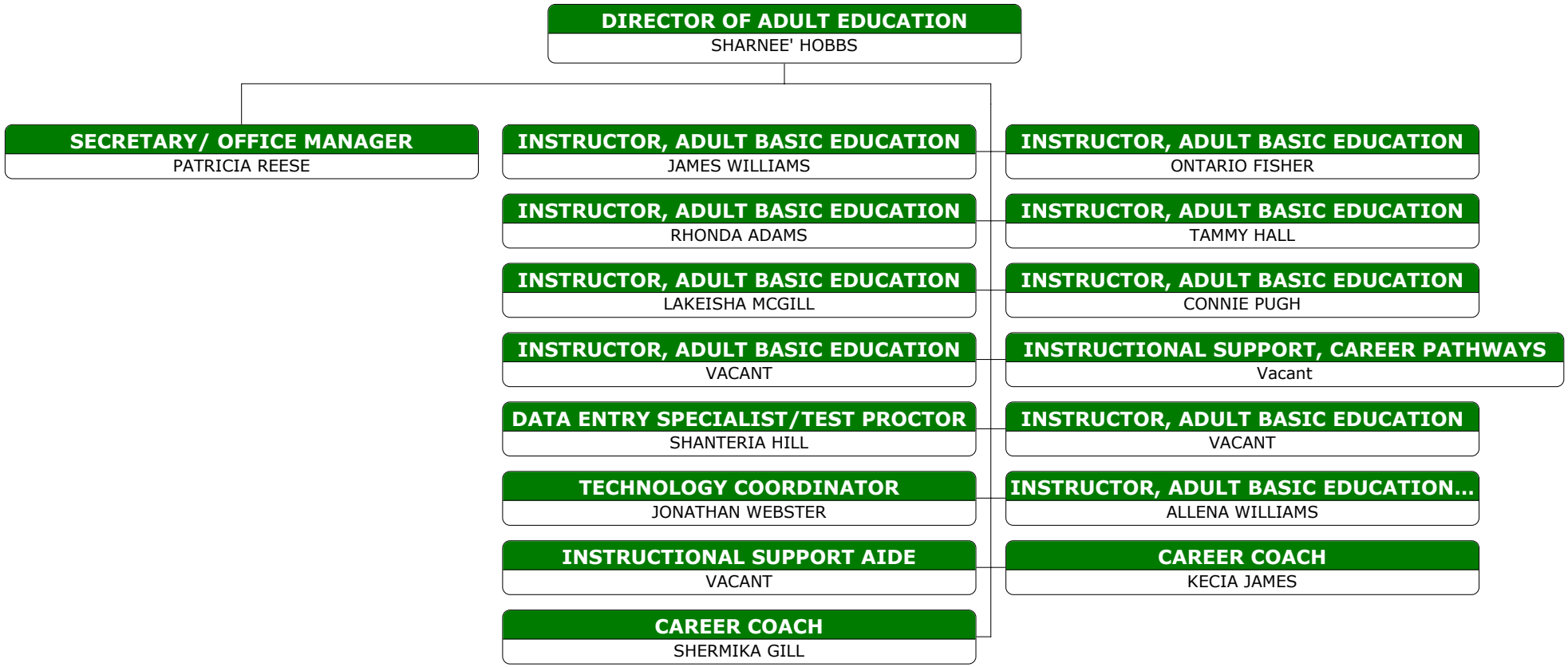
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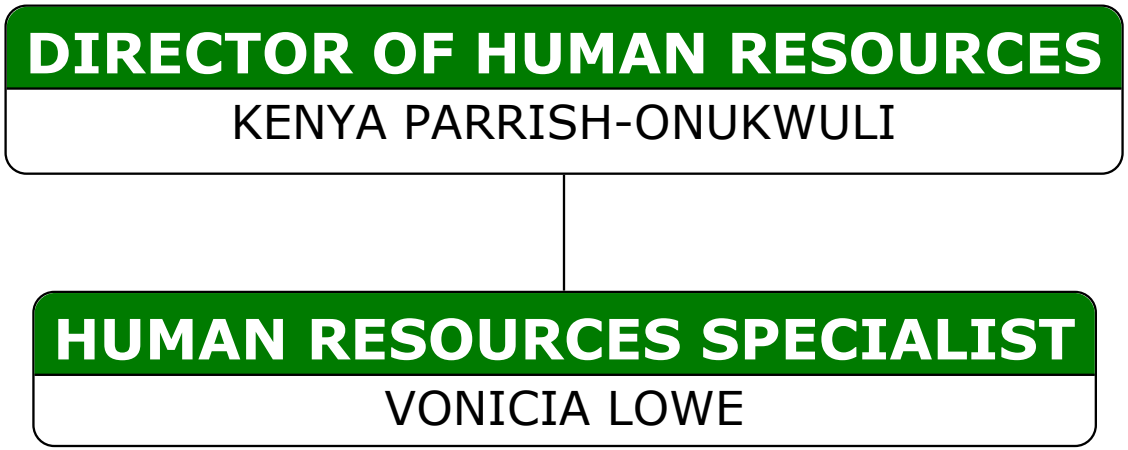
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BISHOP STATE COMMUNITY COLLEGE



BISHOP STATE
COMMUNITY COLLEGE



BISHOP STATE COMMUNITY COLLEGE
Position Announcement

Posted Date:
Closing Date:

Position: Lab/Teaching Assistant, Physical Therapist Assistant Program

General Function: Tutoring is a supplement to teaching and in-class lectures. Assist students by meeting them on a regular basis to clarify learning issues and work on study skills.

Campus: Main

Minimum Requirements:

- Completion of an associate degree in physical therapy.
- One year of related experience as a licensed PTA **OR** bachelor degree in related area or education.

Required Knowledge, Skills, and Abilities and Essential Job Functions:
The essential job functions listed are not comprehensive and duties and responsibilities may change without notice.

- Provide individualized student assistance during laboratory activities. This assistance may include a variety of approaches such as answering questions, demonstrating proper procedures and techniques, or identifying and explaining errors under the direction of the instructor.
- Conduct laboratory demonstrations for student groups or individuals as assigned by the instructor.
- Oversee student live work activities as assigned by the instructor.
- Set up demonstrations and troubleshooting situations as assigned by the instructor.
- Maintain laboratory equipment and perform routine housekeeping chores as assigned by the instructor.
- Duplicate and distribute handouts and instructional materials as assigned by the instructor.
- Maintain student work schedules and document student work activities and performance as assigned by the instructor or Division Chairperson.
- Maintain and demonstrate acceptable safety and sanitation standards.
- Assist instructor with classroom duties including presentations, student assistance, proctoring, and grading as assigned.
- Conduct group tutoring sessions or open lab sessions as assigned by instructor(s).

Essential Job Functions:
Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Salary: Bishop State Community College's Local Salary Schedule – $18/hr
Continued employment is contingent upon funding from the grant. This position is on a non-tenured track.

Application Procedure:
Position announcements and employment applications are available at https://www.schooljobs.com/careers/accs/bishopstate?
Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted.
Only complete application packets will be given consideration for employment.

A completed application packet consists of:

- Completed Bishop State Community College employment application
- Current resume

- Applicable transcript(s) with conferred date (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)

Application Deadline:
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process. In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $24.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Other Information:
The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

ACCS

Health Sciences Retention Coach

Job Description Code	BISH-OP9984	**Established Date**	11/29/2022
Last Revised Date	12/18/2025	**Salary Range**	$45,220.00 - $62,710.00 Annually
Bargaining Unit	20	**EEO**	EEO5-All Other
Occupational Group	N/A	**FLSA**	Non-Exempt
Benefit Code	Staff	**Physical Class**	N/A

Position Summary

Student Success-Foster student success through academic and student support services.

Essential Duties and Responsibilities

- Ability to maintain confidentiality.
- Demonstrate strong interpersonal skills, work ethic, organizational skills, and attention to detail.
- Superior English language skills to correspond both verbally and in writing, using good grammar, spelling, punctuation, and structure.
- Maintain a working knowledge of Health Sciences, academic, and technical programs and changes which can affect student enrollment and retention.
- Assist applicants, prospective students, and enrolled students with their educational planning and life goals, including: registration, course selection, advisement, career and social life decisions at the community college.
- Develop and implement intervention strategies for retention for the Division of Health Sciences.
- Identify ways to measure the effectiveness of retention strategies and events and establish a system of tracking outcomes.
- Advise and communicate regularly with assigned students and utilize the customer relationship management system each semester through personal appointments, telephone conversations, and/or written correspondence (including but not limited to e-mail).
- Develop degree plans for students in Degree Works and review and update degree audits for degree completion upon student application for graduation.
- Maintain a working knowledge of Banner, Degree Works, Ad Astra, Target X, STARS, Canvas, and other related software and assist students in its use.
- Ability to represent the College in a professional manner at all times, take directions and work independently without direct supervision.
- Ability to work effectively with populations representing diverse backgrounds, life experiences and abilities.
- Communicates with applicants and students concerning admissions, orientation, registration, and enrollment activities, and maintains academic history files for applicants, enrollees, and alumni of Health Sciences programs.
- Ability to make oral presentations to individuals, small groups and large audiences.
- Attend relevant conferences, seminars, and professional development workshops.
- Serves on standing committees as assigned.
- Observe Family Educational Rights and Privacy Act (FERPA) rules including maintaining the confidentiality of student records.
- Comply with all Policies of the Alabama Community College System and Bishop State.
- Perform other job-related duties as assigned by the Health Sciences Department Chairs, Dean of Health Sciences, Vice President of Instructional Services and/or President.

Qualifications

Minimum Requirements:

- Bachelor's degree from an accredited institution.
- One (1) year of college advising experience in higher education or related field.

Preferred Requirements:

- Master's degree from an accredited institution,

ACCS

Administrative Assistant II, Health Sciences

Job Description Code	BISH-SS9892	**Established Date**	04/07/2023
Last Revised Date	04/07/2023	**Salary Range**	$3,184.58 - $4,498.00 Monthly $38,215.00 - $53,976.00 Annually
Bargaining Unit	20	**EEO**	EEO4-Administrative Support
Occupational Group	N/A	**FLSA**	Non-Exempt
Benefit Code	Staff	**Physical Class**	N/A

- Three (3) years of experience in higher education, advising, recruitment, or related field.

Salary: ACCS Salary Schedule E3-03
Continued employment is contingent upon funding from the grant and is on a non-tenured track.

Application Procedures/Additional Information

Application Procedure:
Position announcements and employment applications are available at https://www.schooljobs.com/careers/accs/bishopstate? Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted.
Only complete application packets will be given consideration for employment.

A completed application packet consists of:

- Completed Bishop State Community College employment application.
- Current resume
- Applicable Transcript with conferred date (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)

Application Deadline:
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process. In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Physical Demands & Work Environment:
Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Other Information:
The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

Physical Demands & Work Environment

Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Other Job Description information I

Continued employment is contingent upon funding from the grant and is on a non-tenured track.

BISHOP STATE

Job Description

Job Title: Instructor, Physical Therapist Assistant **FLSA:** Exempt
Department: Physical Therapist Assistant

Reporting Authority: Director of Physical Therapist Assistant Program

General Function: This is a full time faculty teaching position with responsibilities for planning, preparation, and presentation of quality instruction and for otherwise contributing to the fulfillment of the College's mission.

Minimum Requirements:

- Earned Associate degree in Applied Science as a Physical Therapist Assistant (PTA) or be a graduate of an accredited Physical Therapist Assistant or Physical Therapist program or deemed equivalent program, and a Bachelor degree in a related field, which may include Exercise Science, Exercise Physiology, Biology, Kinesiology, Athletic Training, Health Administration, or Physical Education.
- Current professional license as a PTA or PT in the state of Alabama.
- Minimum of three (3) years of clinical experience as a PTA or PT **required**.
- A variety of clinical settings with an active participation in the PTA/PT working relationship **preferred.**
- Previous teaching experience in a post-secondary education environment and familiarity with computer based instruction **preferred.**
- PT Specialist Certification or PTA Advanced Proficiency **preferred.**
- Membership in American Physical Therapist Association (APTA) **preferred.**

Required Knowledge, Skills, and Abilities:

- Possess cognitive and critical thinking abilities sufficient to learn and perform all essential job functions accurately and with minimal direct supervision.
- Demonstrate knowledge of legislative, regulatory, legal and practice issues affecting Physical Therapist Assistant students, and the profession of Physical Therapy.
- Demonstrate a commitment to teaching and helping students develop an abiding interest in the field of Physical Therapy
- Possess the desire to help the college maintain the standards appropriate to an institution of higher education.
- Possess the ability to maintain rapport with colleagues and students and to conduct oneself with a high level of professionalism.
- Possess a high level of interpersonal skills needed to interact purposefully and effectively with others.
- Possess strong communication abilities sufficient to convey thoughts in verbal and written form so that they are understood by others.
- Possess the ability to effectively multi-task, organize, and problem-solve.
- Possess computer literacy skills necessary to work effectively in online education; including the ability to use word processing programs (i.e., Microsoft Word, Power Point), email, basic internet applications, and basic database navigation.

Essential Job Functions:

- Instructs in the Physical Therapist Assistant Program and evaluates student learning and outcomes.
- Performs class and/or laboratory preparation.
- Revises lecture notes and course materials to insure currency and compliance with departmental, divisional, and/or college formats or guidelines.
- Participates in the regular evaluation of the PTA Program, including self-studies and other activities to document program status.
- Participates in curriculum development and evaluation, and recommends new or revised curriculum as needed.
- Promotes effective working relationships among PTA Program faculty.
- Performs institutional responsibilities and professional service which contribute to the fulfillment of the College's mission
- Follows institutional policies and procedures and fulfills the terms of one's employment.
- Maintains professional competency in Physical Therapy.
- Maintains professional licensure and participates in activities of professional organizations and in continuing education programs.
- Adheres to accrediting agency requirements.

- Performs division/program responsibilities to include coordinating clinical education.
- Perform other duties as assigned by the Physical Therapist Assistant Director, Vice-President, and/or President.

Salary Schedule- D1

BISHOP STATE

Job Description

Job Title: Director, Physical Therapist Assistant Program **FLSA:** Exempt

Department: Physical Therapist Assistant Heath Profession

Reporting Authority: Dean of Instruction

POSITION SUMMARY: This individual has the primary responsibility for the administration of the PTA program and its compliance with the standards for program accreditation.

General Function: The Program Director provides administrative oversight of the Physical Therapist Assistant program and is responsible for resource management, faculty assignment, mentoring and evaluation, curriculum development, program assessment, design of curricular materials, classroom and laboratory instruction, student counselling and advisement, management of accreditation for the program, perform the duties of the ACCE and provide some classroom instruction.

Minimum Requirements:

- Master's degree in Physical Therapy or other related field from a regionally accredited institution.
- Minimum of five (5) years of full-time post licensure experience that includes a minimum of three (3) years of full-time clinical practice.
- Holds a current license/certification to practice as a PT or PTA in any United States jurisdiction.
- Three (3) years of documented experience as a center coordinator of clinical education (CCCE) and/or clinical instructor (CI), or experience in teaching, curriculum development, and administration in a physical therapist assistant or physical therapist program.
- Documented experience in a variety of areas of teaching (didactic, clinical, continuing education, in-service).
- Two (2) years of experience in administration, instruction/instructional design, student assessment, outcomes assessment or program evaluation.

Required Knowledge, Skills, and Abilities:

- Exemplary interpersonal skills.
- Exceptional verbal and written communication skills.
- Have excellent computer skills, and the ability to work with numerical data (statistical analysis).
- Must be knowledgeable of accreditation principles for SACSCOC and program accreditation standards and requirements.
- Maintain a strong academic and professional record that is orientated toward results with the highest levels of integrity at all times.
- Maintain high standards of teaching; providing innovative, hands-on and relevant education for students.
- Coordinate ongoing Physical Therapist Assistant program and curriculum planning, assessment and evaluation.
- Recruit, hire, train, observe and evaluate faculty.
- Oversee classroom instructions, student advising and scheduling for the program.
- Secure and maintain collaborative relationships with clinical sites.
- Ensure compliance with the College policies, regulations and programmatic accreditation for the program.
- Prepare and submit required reports to the Alabama Community College System, Alabama Commission on Higher Education, the U.S. Department of Education, the Southern Association of Colleges and Schools Commission on Colleges and other agencies as required.
- Help develop survey instruments and prepare reports as needed for program accreditation.
- Participate in professional development related to tasks and job function.
- Perform other duties as assigned by the Dean of Instruction, Vice-President of Operations, and President that are related to planning and evaluation, accreditation, Program Review, Quality Enhancement and outcomes assessment.

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Work Schedule: Employment with Bishop State Community College require from time to time flexible hours as part of the workday, when the College may require a different arrival and departure time based on need (e.g., registration, advisement week, placement testing etc.) within limits set by employment standards and guidelines.

BISHOP STATE COMMUNITY COLLEGE
Position Announcement

Posted Date:
Closing Date:

Position: Lab/Teaching Assistant, Physical Therapist Assistant Program

General Function: Tutoring is a supplement to teaching and in-class lectures. Assist students by meeting them on a regular basis to clarify learning issues and work on study skills.

Campus: Main

Minimum Requirements:

- Completion of an associate degree in physical therapy.
- One year of related experience as a licensed PTA **OR** bachelor degree in related area or education.

Required Knowledge, Skills, and Abilities and Essential Job Functions:
The essential job functions listed are not comprehensive and duties and responsibilities may change without notice.

- Provide individualized student assistance during laboratory activities. This assistance may include a variety of approaches such as answering questions, demonstrating proper procedures and techniques, or identifying and explaining errors under the direction of the instructor.
- Conduct laboratory demonstrations for student groups or individuals as assigned by the instructor.
- Oversee student live work activities as assigned by the instructor.
- Set up demonstrations and troubleshooting situations as assigned by the instructor.
- Maintain laboratory equipment and perform routine housekeeping chores as assigned by the instructor.
- Duplicate and distribute handouts and instructional materials as assigned by the instructor.
- Maintain student work schedules and document student work activities and performance as assigned by the instructor or Division Chairperson.
- Maintain and demonstrate acceptable safety and sanitation standards.
- Assist instructor with classroom duties including presentations, student assistance, proctoring, and grading as assigned.
- Conduct group tutoring sessions or open lab sessions as assigned by instructor(s).

Essential Job Functions:
Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Salary: Bishop State Community College's Local Salary Schedule – $18/hr
Continued employment is contingent upon funding from the grant. This position is on a non-tenured track.

Application Procedure:
Position announcements and employment applications are available at https://www.schooljobs.com/careers/accs/bishopstate?
Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted.
Only complete application packets will be given consideration for employment.

A completed application packet consists of:

- Completed Bishop State Community College employment application
- Current resume

- Applicable transcript(s) with conferred date (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)

Application Deadline:
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process. In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $24.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Other Information:
The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

Essential Job Functions: Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

SALARY SCHEDULE: C2