

MISSION TRAILS REGIONAL OCCUPATIONAL PROGRAM

1. **COURSE TITLE:** Physical Therapy Aide
2. **CBEDS TITLE:** Therapeutic Services
3. **CBEDS NUMBER:** 4260/VE#77
4. **JOB TITLES:** Physical Therapy Aide
5. **COURSE DESCRIPTION** This course gives students a solid understanding of the theory and clinical skills needed to function as a physical therapy aide in a variety of rehabilitation settings. Students learn therapeutic modality procedures, treatment rationales, anatomy and physiology, and path physiology as they relate to physical therapy.
6. **HOURS:** 360 Hours
7. **PREREQUISITES:** Successful completion of ROP Health Careers or approval of ROP Health Career instructor.
8. **REVISION DATE:** January 19, 2010

9. COURSE OUTLINE:

a. CONTENT AREA SKILLS:

- i. EXPECTED STUDENT OUTCOMES**
- ii. HOURS OF INSTRUCTION**

COURSE OUTLINE

CONTENT AREA SKILLS	EXPECTED STUDENT OUTCOMES	HOURS		
		CL	CC	CP
Instruction will include:	Student will be able to:			
1. Introduction to the History and Evaluation of the Profession of Physical Therapy. A. History of Physical Therapy B. The Rehabilitation Team C. The Role of the Physical Therapy Aide	1a.) Be given information regarding the history of physical therapy, demonstrate an understanding of the history of physical therapy progressing to the present by passing a written and/or oral test with 80% accuracy. 1b.) Given information regarding the rehabilitation team, demonstrate an understanding of which health care professional are involved in the rehabilitation team by passing a written and/or oral test with 80% accuracy. 1c.) Given information regarding the physical therapy aid's responsibilities, demonstrated an understanding of the role of the physical therapy aide by passing a written and/or oral test with 100% accuracy.	5		
2. Introduction to Administrative Skills A. Medical Records B. Billing, Banking and Insurance C. Completing Insurance Forms	2a.) Given the information on the forms that constitute a patient's medical record, be able to complete the forms with 100% accuracy. 2b.) Given the information regarding billing, demonstrate an understanding of the physical therapy billing and be able to complete a bill with 100% accuracy. 2c.) Given the information regarding insurance, demonstrate an understanding of the purpose of insurance forms and be able to complete a medical insurance form with 100% accuracy.	5		
3. Introduction to Physical Dysfunction's and Disorders of the Musculoskeletal System A. Anatomy and Physiology of the Musculoskeletal System B. Common Musculoskeletal Injuries	3a.) Given information regarding the musculoskeletal system, demonstrate an understanding of the anatomy of the musculoskeletal system and how it functions by passing a written and/or oral test with 80% accuracy. 3b.) Given information regarding common	25	20	

<p>C. Joint Diseases D. Bone Diseases E. Muscle Diseases F. Connective Tissues Diseases</p>	<p>disorders of the musculoskeletal system, demonstrate an understanding of musculoskeletal disorders such as trauma, sprain, strain, dislocation, torn cartilage, bursitis, and slipped disc by passing a written and/or oral test with 80% accuracy.</p> <p>3c.) Given information regarding joint disorders, demonstrate an understanding of joint disorders, such as gout and ankylosing spondylitis, etc. by passing a written and/or oral test with 80% accuracy.</p> <p>3d.) Given information regarding bone disease, demonstrate an understanding of bone diseases such as osteoporosis, osteomyelitis, and osteomalacia, etc. by passing a written and/or oral test with 80% accuracy.</p> <p>3e.) Given information regarding muscle disease, demonstrate and understanding of muscular disorder such as myasthenia gravis, muscular dystrophy, tetanus, etc. by passing a written and/or oral test with 80% accuracy.</p> <p>3f.) Given information regarding connective tissues diseases, demonstrate an understanding of connective tissues such as lupus erythematosus, scleroderma, polymyositis, etc. by passing a written and/or oral test with 80% accuracy.</p>			
<p>4. Introduction to Physical Dysfunctions and Disorders of the Nervous System</p> <p>A. Anatomy and Physiology of Nervous System B. Common Neurological Disorders C. Degenerative Diseases D. Infections of the Nervous System</p>	<p>4a.) Given information regarding the nervous system, demonstrate an understanding of the anatomy of the nervous system and how it functions by passing a written and/or oral test with 80% accuracy.</p> <p>4b.) Given information regarding neurological disorders, demonstrate an understanding of the common neurological disorders such as paralysis, mental confusion, aphasia, stadia, etc. by passing a written and/or oral test with 80% accuracy.</p> <p>4c.) Given information regarding degenerative diseases, demonstrate and understanding of what occurs when a patient suffers from a cerebral vascular accident or brain injury by passing a written and/or oral exam with 90% accuracy.</p> <p>4d.) Given information on degenerative diseases of the nervous system, demonstrate an understanding of what occurs to the nervous system in a degenerative disease by passing a written and/or oral test with 80% accuracy.</p> <p>4e.) Given information regarding infections, demonstrated an understanding of various</p>	25	20	

	infections that can occur in the nervous system by passing a written and/or oral exam with 80% accuracy.			
5. Understanding Vital Signs A. Temperature B. Pulse C. Respiration D. Blood Pressure	5a.) Given information regarding taking a temperature, demonstrate the proper technique for this procedure with 100% accuracy. Be able to list three different ways to take a temperature and give the normal values for each route in writing or orally with 100% accuracy. 5b.) Given information regarding taking a pulse, demonstrate the proper technique for this procedure with 100% accuracy. Able to list the major sites on the body where a pulse can be felt and give the normal range for a pulse in writing or orally with 100% accuracy. 5c.) Given information regarding measuring respiratory rate, demonstrate the proper technique and state the normal range. Given information regarding observing respiration's, demonstrate an understanding by listing the important observations to be made and distinguish between normal respiration and abnormal respiration. 5d.) Given information regarding blood pressure, be able to state the normal range of blood pressure and demonstrate the proper technique for obtaining a blood pressure reading at 100% accuracy.	20	20	
6. Observation, Reporting and Charting A. Medical Terminology B. Medical Abbreviation C. Observation and Documentation	6a.) Given the principles of medical terminology, be able to demonstrate an understanding by written and/or oral exam with 80% accuracy. 6b.) Given a list of abbreviations, be able to demonstrate understanding by written and/or oral exam with 80% accuracy. 6c.) Given information regarding observation and documentation, demonstrate an understanding of how accurate observation, reporting, and charting affect quality care by passing a written and/or oral exam with 80% accuracy.	10	10	
7. Preparation for Patient Care A. Body Mechanics B. Turning and Positioning the Patient C. Transferring the Patient D. Transporting the Patient	7a.) Given the principles of body mechanics and the role it plays in physical therapy, be able to demonstrate the proper technique for body mechanics with 100% accuracy. 7b.) Given the principles of turning and positioning the patient, be able to demonstrate how to turn a patient using proper body mechanics, and how to place a patient in various positions using good body alignment with 100% accuracy.	20	10	

	<p>7c.) Given the principles of transferring, be able to demonstrate the proper techniques of transferring a patient from bed to chair with 100% accuracy.</p> <p>7d.) Given the principles of transporting, be able to demonstrate the proper technique for transferring a patient via wheelchair and gurney with 100% accuracy.</p>			
<p>8. Physical Therapy Exercises</p> <p>A. Range of Motion</p>	<p>8a.) Given information regarding exercises, be able to demonstrate the proper technique of performing range of motion exercises with 100% accuracy.</p>	20	20	
<p>9. Physical Therapy Agents and Modalities</p> <p>A. Superficial Heating Agents B. Deep heating Agents C. Hydrotherapy D. Cold Therapy</p>	<p>9a.) Given information regarding various superficial heating agents, demonstrate an understanding of how to perform procedures such as application of packs, infrared lamps, and paraffin baths with 100% accuracy.</p> <p>9b.) Given information regarding deep heating agents, demonstrate an understanding of how to perform procedures such as diathermy and ultrasound with 100% accuracy.</p> <p>9c.) Given information on hydrotherapy, demonstrate the proper technique of how to perform a procedure such as a whirlpool bath with 100% accuracy.</p> <p>9d.) Given the information on cold therapy, demonstrate the proper technique of how to provide cold therapy with 100% accuracy.</p>	30	60	
<p>10. Ambulation</p> <p>A. Ambulation Devices B. Gait Training</p>	<p>10a.) Given information regarding ambulation devices, demonstrate an understanding of how to choose the appropriate device and demonstrate the proper technique of assisting a patient with a cane, walker, crutches, or parallel bars with 100% accuracy.</p> <p>10b.) Given information comparing a normal gait with various abnormal gaits, demonstrate an understanding of the types of gaits by written and/or oral exam with 90% accuracy.</p>	10	10	
<p>11. Specialized Therapies</p> <p>A. Traction B. Cast</p>	<p>11a.) Given information on types of traction, demonstrate an understanding by written and/or oral exams with 90% accuracy.</p> <p>11b.) Given information on types of casts, demonstrate an understanding by written and/or oral exam with 90% accuracy.</p>	10	10	
		180	180	
		360		

COURSE OUTLINE:

b) CAREER PERFORMANCE STANDARDS

- i) EXPECTED STUDENT OUTCOMES
- ii) HOURS OF INSTRUCTION

COURSE OUTLINE

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>1. Personal Skills</p> <ul style="list-style-type: none"> ▪ Classroom policies & procedures ▪ Ethics <ul style="list-style-type: none"> → Work → Business ▪ Sexual harassment laws ▪ Personal skills, including positive attitude, self-confident, honesty, perseverance & self-discipline ▪ Professional appearance ▪ Time management ▪ Lifelong learning 	<p>1. Understand how personal skill development, including positive attitude, honesty, self-confidence, time management, & other positive traits affect employability.</p> <ul style="list-style-type: none"> ▪ Demonstrate and understand classroom policies & procedures ▪ Define work and business ethics & demonstrate the importance of ethical standards & social responsibilities in the business environment. ▪ Discuss the laws applicable to sexual harassment & discuss tactics for handling harassment situations. ▪ Demonstrate personal skills in class and/or business environment: <ul style="list-style-type: none"> → Positive attitude → Self-confidence → Honesty → Perseverance → Self-discipline ▪ Demonstrate and model personal hygiene and acceptable professional attire ▪ Prioritize tasks and meet deadlines ▪ Explain the importance of lifelong learning 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>2. Interpersonal Skills</p> <ul style="list-style-type: none"> ▪ Group dynamics ▪ Conflict resolution and negotiation ▪ Team work ▪ Etiquette across gender and cultural groups 	<p>2. Understand principles of effective interpersonal skills, including group dynamics, conflict resolution, and negotiation.</p> <ul style="list-style-type: none"> ▪ Identify and explain the key concepts of group dynamics ▪ Discuss and demonstrate the dynamics of conflict resolution and negotiation, and their importance within the business environment ▪ Demonstrate effective teamwork, share responsibilities, accept supervision and assume leadership roles ▪ Demonstrate cooperative working relationships and proper etiquette across gender and cultural groups 	<p>Integrated in content area skills</p>
<p>3. Thinking and Problem-Solving Skills</p> <ul style="list-style-type: none"> ▪ Critical and creative thinking skills ▪ Logical reasoning and problem-solving skills ▪ Numerical estimation, measurement, and calculation ▪ Identify, locate, and organize needed information and propose, evaluate, and select alternative solutions 	<p>3. Understand the importance of critical thinking and problem-solving skills in the workplace.</p> <ul style="list-style-type: none"> ▪ Apply critical and creative thinking skills in a work environment and implement a plan of improvement as needed ▪ Demonstrate logical reasoning and problem solving skills in a work environment ▪ Apply numerical estimation, measurement and calculation skills to business applications including the following: <ul style="list-style-type: none"> → Whole number math → Decimals & fractions → Counting & monetary functions → Use of tables & graphs ▪ Recognize problem situations; identify, locate and organize needed information, and propose, evaluate and select from alternate solutions 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
<p>4. Communication Skills</p> <ul style="list-style-type: none"> ▪ Written communications ▪ Verbal and Nonverbal communications ▪ Active and effective listening ▪ Proper etiquette in business communications ▪ Writing and editing skills ▪ Use of reference material and handbooks ▪ Oral presentations 	<p>4. Understand principles of effective communication.</p> <ul style="list-style-type: none"> ▪ Read and implement written instructions, technical manuals, written communication, and reference books ▪ Present a positive image of verbal and nonverbal communication through use of appropriate methods ▪ Demonstrate active and effective listening skills through verbal, nonverbal and written feedback ▪ Demonstrate proper etiquette in business communications, including an awareness of requisite for international communications (languages, customs, and time zones) ▪ Demonstrate the following writing and editing skills: <ul style="list-style-type: none"> → Use correct grammar, punctuation, capitalization, vocabulary and spelling → Write, proofread and edit → Select and use appropriate forms of communication ▪ Exhibit a proficiency in the use of reference materials such as dictionary, thesaurus, telephone directory, almanac, zip code directory, and office handbooks 	<p>Integrated in content area skills</p>
<p>5. Occupational Safety</p> <ul style="list-style-type: none"> ▪ Good safety practices 	<p>5. Understand occupational safety issues, including avoidance of physical hazards</p> <ul style="list-style-type: none"> ▪ Model and implement good safety practices including: <ul style="list-style-type: none"> → Avoidance and reporting of physical hazards in the work environment → Safe operation of equipment → Proper handling of hazardous materials 	<p>Integrated in content area skills</p>

CAREER PERFORMANCE STANDARDS	EXPECTED STUDENT OUTCOMES	HOURS
Instruction will include:	Student will be able to:	
6. Employment Literacy <ul style="list-style-type: none"> ▪ Expand awareness of career opportunities ▪ Set employment goals and objectives ▪ Aptitudes, personal characteristics and interests ▪ Develop portfolio to C-TAP standards ▪ Develop interviewing techniques 	6. Understand career paths and strategies for obtaining employment. <ul style="list-style-type: none"> ▪ Explore career opportunities and develop a career plan ▪ Identify steps for setting goals and writing personal goals and objectives ▪ Examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities ▪ Develop a portfolio to include the following: <ul style="list-style-type: none"> → Letter of Introduction → Cover letter → Resume → Thank you letter → Job application → Licenses, Certificates and Awards → Transcripts → Letters of Recommendation → Work Samples 	Integrated in content area skills
7. Technology Literacy <ul style="list-style-type: none"> ▪ Apply Industry specific technology ▪ Use Industry specific software ▪ Demonstrate Keyboarding ▪ Accessing information ▪ Lifelong enhancement of technology skills 	7. Understand and adapt to changing technology. <ul style="list-style-type: none"> ▪ Identify and demonstrate use of appropriate technology ▪ Identify and use industry specific software ▪ Demonstrate proficiency in alphanumeric keyboarding ▪ Input and retrieve information ▪ Understand the importance of lifelong learning in adapting to changing technology 	Integrated in content area skills

10. ADDITIONAL RECOMMENDED /OPTIONAL ITEMS

- a. ARTICULATION: Monterey Peninsula College, Medical Assistant 100. 1 Unit**

- b. VOCATIONAL CREDIT: Qualifies for Vocational Arts graduation requirement**

- c. ACADEMIC CREDIT: 10 high school credits per 180 hour semester**

- d. INSTRUCTIONAL STRATEGIES: Demonstrations, Lab, Written assignments, Written tests and quizzes.**

- e. INSTRUCTIONAL MATERIALS: Student textbook: Introduction to Health Occupations, by Badasch and Cheseboro, Brady/Prentice Hall 2000. References: Taber's Medical Dictionary, Diversified Health Occupations, by Louise Simmers, Delmar Publishers 1998.**

- f. CERTIFICATES: Students will receive a Mission Trails ROP course certificate listing their job skill proficiencies.**