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| For Academic Affairs and Research Use Only |
| CIP Code:  |  |
| Degree Code: |  |

**New Course Proposal Form**

**[X] Undergraduate Curriculum Council**

**[ ] Graduate Council**

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| **[X] New Course or [ ]Experimental Course (1-time offering) (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to curriculum@astate.edu for inclusion in curriculum committee agenda.

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| Becky Keith, PT, MSHS 12/4/2019**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| Shawn Drake, PT, PhD 2/24/2020**Department Chair:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Head of Unit (If applicable)**   |
| Shanon Brantley 02/26/2020**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| Susan Hanrahan 2/27/2020**College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |

**General Education Committee Chair (If applicable)**   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Vice Chancellor for Academic Affairs** |

1. Contact Person (Name, Email Address, Phone Number)

Becky Keith, beckeith@astate.edu, 972-2896

2. Proposed Starting Term and Bulletin Year

Fall 2020

3. Proposed Course Prefix and Number (Confirm that number chosen has not been used before. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

PTA 2271

4. Course Title – if title is more than 30 characters (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

Physical Therapy Documentation

5. Brief course description (40 words or fewer) as it should appear in the bulletin.

Introduction to medical documentation guidelines and specific formats, including electronic medical records, required by State practice acts, the practice setting, and other regulatory agencies. Open only to students admitted to the professional program. Fall.

6. Prerequisites and major restrictions. (Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. No Are there any prerequisites?
	1. If yes, which ones?

Enter text...

* 1. Why or why not?

 Course is included in a lock-step program with selective admissions.

1. Yes Is this course restricted to a specific major?
	1. If yes, which major? Physical Therapist Assistant

7. Course frequency(e.g. Fall, Spring, Summer). *Not applicable to Graduate courses.*

Fall

8. Will this course be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please choose one.

Lecture

9. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Standard letter

10. No Is this course dual listed (undergraduate/graduate)?

11. No Is this course cross listed?

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross listed course.)*

**11.1** – If yes, please list the prefix and course number of cross listed course.

 Enter text...

**11.2** – Are these courses offered for equivalent credit?

Please explain. Enter text...

12. No Is this course in support of a new program?

a. If yes, what program?

 Enter text...

13. Yes Does this course replace a course being deleted?

a. If yes, what course?

PTA 2116

14. No Will this course be equivalent to a deleted course?

a. If yes, which course?

Enter text...

15. Yes Has it been confirmed that this course number is available for use?

 *If no: Contact Registrar’s Office for assistance.*

16. No Does this course affect another program?

If yes, provide confirmation of acceptance/approval of changes from the Dean, Department Head, and/or Program Director whose area this affects.

Enter text...

**Course Details**

17. Outline (The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

Week 1 Disablement & PT Documentation

Week 2 The PT Episode of Care

Week 3 Reasons for Documenting

Week 4 Documentation Formats

Week 5 Electronic Medical Record

Week 6 Basic Guidelines for Documentation

Week 7 Interpreting the PT Initial Evaluation

Week 8 Writing the Subjective Section

Week 9 Writing the Objective Section

Week 10 Writing the Assessment & Plan Sections

Week 11 Payment Basics; Legal & Ethical Consideration for PT Documentation

Week 12 PTA 2252 Clinical Education I

Week 13 PTA 2252 Clinical Education I

Week 14 PTA 2252 Clinical Education I

Week 15 PTA 2252 Clinical Education I

Week 16 PTA 2252 Clinical Education I

\*Weeks 1-11 include 15 face-to-face contact hours due to the condensed schedule. Weeks 12-16, students are involved in a 5 week clinical experience Monday-Friday 8:00-5:00 pm.

18. Special features (e.g. labs, exhibits, site visitations, etc.)

none

19. Department staffing and classroom/lab resources

1 faculty in traditional classroom

1. Will this require additional faculty, supplies, etc.?

 Enter text...

20. No Does this course require course fees?

 *If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

**Course Justification**

21. Justification for course being included in program. Must include:

 a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

 Topics contained in this course are required by program accrediting agency. Students must demonstrate cognitive competency at the conclusion of this course. This content was previously a component of a 6 credit hour summer course (PTA 2116). Upon assessment of curriculum, student academic and clinical performance, and advisory council input, a weakness was noted in this area. This content is foundational for other courses in the curriculum. Following faculty discussion, the decision to separate this specific content into a single course was made and move the course to the fall semester. The desired result is an increase in student academic and clinical performance as well as successful completion of licensure exam following graduation.

b. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.

 This course meets accreditation curricular requirements of the Commission on Accreditation in Physical Therapy Education (CAPTE) as stated below: 7D25 Complete accurate documentation that follows guidelines and specific documentation formats required by state practice acts, the practice setting, and other regulatory agencies.

c. Student population served.

Physical Therapist Assistant Students

d. Rationale for the level of the course (lower, upper, or graduate).

This course is part of a 1-year professional curriculum following 1 year of prerequisite courses resulting in an associate of applied science degree.

**Assessment**

**Relationship with Current Program-Level Assessment Process**

22. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

7D25 Students will complete accurate documentation that follows guidelines and specific documentation formats required by State practice acts, the practice setting, and other regulatory agencies.

7D1 Students will adhere to legal practice standards, including all federal, state, and institutional regulations related to

patient/client care and fiscal management.

23. Considering the indicated program-level learning outcome/s (from question #23), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

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| **Program-Level Outcome 1 (from question #23)** | Students will complete accurate documentation that follows guidelines and specific documentation formats required by State practice acts, the practice setting, and other regulatory agencies. |
| Assessment Measure | 7D25 (written exam and written and electronic documentation assignments) |
| Assessment Timetable | Fall for course and annually (spring) for program |
| Who is responsible for assessing and reporting on the results? | PTA Program Faculty  |

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| **Program-Level Outcome 2 (from question #23)** | Students will adhere to legal practice standards, including all federal, state, and institutional regulations related to patient/client care and fiscal management. |
| Assessment Measure | 7D1 (written exam and written and electronic documentation assignments) |
| Assessment Timetable | Fall for course and annually (spring) for program |
| Who is responsible for assessing and reporting on the results? | PTA Program Faculty  |

 **Course-Level Outcomes**

24. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

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| **Outcome 1** | Students will demonstrate clinical competence with medical documentation guidelines and specific formats, including electronic medical records, required by state practice acts, the practice setting, and other regulatory agencies.  |
| Which learning activities are responsible for this outcome? | Lecture; Documentation Practice |
| Assessment Measure  | Students will score 75% or higher on all written exams  |

*(Repeat if needed for additional outcomes)*

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.** - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)- New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font). - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)*You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon , and selecting the text you would like to apply the change to.* *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

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**Major in Physical Therapist Assistant**

**Associate of Applied Science**

A complete degree plan is available [at https://www.astate.edu/info/academics/degrees/](http://www.astate.edu/info/academics/degrees/)

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| **University Requirements:** |  |
| See University General Requirements for Associate degrees (p. 43) |  |
| **First Year Making Connections Course:** | **Sem. Hrs.** |
| PTA 1013, Making Connections in Rehab Services | **3** |
| **General Education Requirements:** | **Sem. Hrs.** |
| See General Education Curriculum for Associate of Applied Science Degrees (p. 80)**Students with this major must take the following:***MATH 1023, College Algebra or MATH course that requires MATH 1023 as a prerequisite BIO 2203* ***AND*** *2201, Human Anatomy and Physiology I and Laboratory**PSY 2013, Introduction to Psychology (replaces Computer Fundamental requirement)* | **19** |
| **Required Support Courses:** | **Sem. Hrs.** |
| PHYS 2054, General Physics I (may have a prerequisite) **OR**PHYS 2133, Survey of Physics for Health Professions | **3-4** |
| **Major Requirements:** | **Sem. Hrs.** |
| PTA 2116, Patient Care Fundamentals | 6 |
| PTA 2126, Movement Science | 6 |
| PTA 2213, Musculoskeletal PT | 3 |
| PTA 2223, Physical Agents and Massage | 3 |
| PTA 2233, Neuromuscular PT I | 3 |
| PTA 2252, Clinical Education I | 2 |
| PTA 2263, Pathophysiological Conditions | 3 |
| ***PTA 2271, Physical Therapy Documentation*** | ***1*** |
| PTA 2303, Neuromuscular PT II | 3 |
| PTA 2323, Seminar | 3 |
| PTA 2333, Clinical Education II | 3 |
| PTA 2343, Clinical Education III | 3 |
| **Sub-total** | **38** |
| **Total Required Hours:** | **63-64** |

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**Physical Therapist Assistant (PTA)**

**PTA 1013. Making Connections in Rehab Services** Introduction to the nature of university education and orientation to the functions and resources of the university. This section is designed for students preparing for physical therapist assistant or occupational therapist assistant professional education with a focus on the professions of physical and occupational therapy. Fall, Spring.

**PTA 2116. Patient Care Fundamentals** Introduction to fundamentals of physical therapy patient care. PTA courses are only open to students admitted to the professional program. Summer.

**PTA 2126. Movement Science** Introduction to basic principles of musculoskeletal examination and evaluation of the human body. Students learn components of a patient history, systems review, observation and physical examination. Goniometry, muscle testing, sensory and reflex testing, functional assessment, special tests, palpation, posture analysis and gait analysis are covered. PTA courses are only open to students admitted to the professional program. Summer.

**PTA 2213. Musculoskeletal Physical Therapy** Students review passive, active and active assistive range of motion skills. Resistance exercise and the use of exercise equipment are practiced. Stretching and joint mobilization for specific diagnoses that are appropriate for the PTA to perform are practiced. PTA courses are only open to students admitted to the professional program. Fall.

**PTA 2223. Physical Agents and Massage** Basic principles and techniques of massage and application of modalities are presented. An investigation into the risk factors and pathophysiological considerations associated with integumentary diseases and conditions as well as aseptic technique and universal precautions is provided. PTA courses are only open to students admitted to the professional program. Fall.

**PTA 2233. Neuromuscular Physical Therapy I** Covers foundational science and theory behind the physical therapy management of patients with neuromuscular conditions. PTA courses are only open to students admitted to the professional program. Fall.

**PTA 2252. Clinical Education I** Five weeks of full time affiliation at one facility working under the supervision of an on site clinical instructor. Students integrate knowledge of basic sciences and interventions to practice treatment techniques in the clinical setting. Forty hours per week. PTA courses are only open to students admitted to the professional program. Fall.

**PTA 2263. Pathophysiological Conditions** Review of cardiopulmonary anatomy and physiology and other physiological conditions such as gastrointestinal, metabolic/endocrine, and multi-system pathologies. Includes physical therapy assessment and rehabilitation of patients with pathophysi- ological disorders frequently seen by physical therapy in the clinical setting. Fall.

***PTA 2271. Physical Therapy Documentation Introduction to medical documentation guidelines and specific formats, including electronic medical records, required by State practice acts, the practice setting, and other regulatory agencies. Open only to students admitted to the professional program. Fall.***

**PTA 2303. Neuromuscular Physical Therapy II** Covers common interventions used in the physical therapy management of patients with neuromuscular conditions. PTA courses are only open to students admitted to the professional program. Spring.

**PTA 2323. Seminar** Introduction to principles of administration, teaching and learning, and evidence based practice as they apply to physical therapy practice. Social responsibility, career development and lifelong learning are also discussed. PTA courses are only open to students admitted to the professional program. Spring.

**PTA 2333. Clinical Education II** Five weeks of full time affiliation at one facility working under the supervision of an on site clinical instructor. Students integrate knowledge of basic sciences and interventions to practice treatment techniques in the clinical setting. Forty hours per week. PTA courses are only open to students admitted to the professional program. Spring.