

# PHYSICAL THERAPY AIDE LEARNING OBJECTIVES



## CURRICULUM LEARNING OBJECTIVES

The Physical Therapy Aide program is designed to prepare students to earn the Certified Physical Therapy Aide Specialist (CPTAS) credential after graduation. The learning objectives outlined below provide a map of the knowledge and skills students will gain as they complete each module.

### Program Orientation (1 hour)

- Identify the elements, expectations, and requirements of the program.
- Navigate the program using the pages, menus, and buttons provided.
- Use the program tools, including the study planner, grade book, and completion report. Be able to contact Career Step using communication tools, including phone, email, forums, chat rooms, and social media.
- Identify and use program-specific resources.

### Computer Fundamentals (7 hours)

- Identify basic computer hardware and interpret system requirements.
- Navigate a Windows operating system environment, as well as install and operate basic software utilities.
- Use a web browser to navigate between websites in multiple tabs or windows, send and receive e-mail, and access search engines to find information and troubleshoot basic computer problems.
- Recognize basic technologies related to an office environment.

### Microsoft Office Training Orientation (1 hour)

- Follow the lesson structure and download available study tools.
- Navigate the Microsoft Office training modules using the buttons and icons provided.

### Word 2016: Beginner (10 hours)

- Identify and use the Ribbon, Quick Access Toolbar, tabs, scroll bars, cursor, ruler, and status bar.
- Create, save, open, edit, navigate, print, share, and recover a document.
- Edit and format text with options such as alignment, fonts, lists, spacing, tab stops, page format, layout, paragraph alignment and spacing, and copy formatting.
- Employ the available search and review tools, including spell and grammar check, find and replace, copy, paste, and document view options.

### Excel 2016: Beginner (12 hours)

- Use the Quick Access Toolbar, title bar, display options, formula bar, and worksheet tab.
- Create, save, open, edit, navigate, and print a worksheet.
- Create, edit, delete, and format cells with options such as cell alignment, applying cell styles, splitting cells, merging cells, row and column titles, row and column width, hide and unhide, and page setup and view options.
- Edit cell data using options and tools such as cut, copy, paste, AutoFill, text tools, and cell references.
- Create basic, logical, financial, and text formulas.

### Outlook 2016: Beginner (12 hours)

- Navigate Outlook, delete, restore, and search for items, and use the view tab.
- Use the mail tools to work with messages, including creating and sending email messages, using quick steps, managing junk mail and automatic messages, and organizing and sorting the inbox.
- Manage contacts and calendars, including creating and organizing contacts and groups, creating and organizing appointments and events, sending and responding to meeting requests, and working with multiple calendars simultaneously.

### Healthcare Structure and Organization (25 hours)

- Identify the involvement of everyone in the healthcare system, including: consumers, providers, government and regulatory agencies, third-party payers, vendors, and trade associations. Recognize the basic differences between inpatient/outpatient/ancillary services, attending/consulting/referring physicians, and direct care/support services.
- Identify and describe patient rights and responsibilities.
- Identify the responsibilities of healthcare-related government agencies.
- Identify third-party payers, as well as appropriately use the associated terminology in a healthcare documentation context.

### Working as a Physical Therapy Aide (3 hours)

- Describe the evolution of physical therapy in the United States from the early 1900s to present day.

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- Discuss how physical therapy became a new occupation.
- Briefly describe the role Mary McMillan played in the evolution and history of physical therapy.
- Explain the impact of World War I and World War II on the field of physical therapy.
- Define the major focus of the rehabilitation team.
- List the different members of the rehabilitation team and describe the function of each.
- Discuss the role of the physical therapy aide as it relates to working with patients with physical disabilities.
- Discuss career opportunities available to the physical therapy aide.
- Describe the training required at various levels of health care providers in the fields of physical therapy and physical medicine.
- Distinguish between divisions within healthcare facilities.
- Discuss some of the desirable personal characteristics and technical skills required of a physical therapy aide.
- Identify several potential duties of the physical therapy aide.
- List potential employers of the physical therapy aide

## **Patient Interaction (20 hours)**

- Identify effective and appropriate communication techniques in all office situations.
- Describe how effective communication occurs.
- Identify the various forms communication takes in the healthcare environment.
- List the three components of effective communication.
- Explain the concepts of empathy, tact, and patience.
- Differentiate between verbal and nonverbal communication and explain the components of each.
- Discuss the role communication plays in the physical therapy setting.
- Delineate the difference between medical law and medical ethics.
- Discuss the Patient Care Partnership.
- Discuss the purpose for the need to license medical personnel.
- Explain the Rule of Personal Liability.
- Discuss the Good Samaritan Act.
- Demonstrate an understanding of specific patient consent forms.
- Discuss the legal implications of a patient's medical record.
- Discuss ethical and legal issues affecting the field of physical therapy, and briefly explain the Code of Ethics that members of the physical therapy team are morally bound to follow.
- Identify at least four examples of ethical behavior expected of the physical therapy aides.
- Describe the laws and regulations pertaining to health information.

- Define Health Insurance Portability and Accountability Act (HIPAA).
- Adhere to privacy and security policies.

## **Documentation and Reimbursement (20 hours)**

- Describe the structure and use of health information.
- Discuss appropriate health record documentation.
- Discuss the evolution of the electronic health record (EHR) and the personal health record (PHR).
- Describe the billing processes and procedures (such as claims, EOB, ABN, electronic data interchange).
- Understand the basics of medical coding.
- Explain the importance and uses of the medical record.
- Distinguish between subjective, objective, assessment, and plan information on a patient's medical record.

## **Keyboard Kinetics (10 hours)**

- Demonstrate proper, effective finger placement and typing proficiency.
- Assess your keyboarding performance in terms of Gross Words per Minute and Net Words per Minute.

## **Grammar and Punctuation (10 hours)**

- Identify and correctly use each of the parts of speech.
- Recognize proper sentence structure and formatting, including punctuation and capitalization.

## **Medical Word Building (15 hours)**

- Identify common medical prefixes, roots, and suffixes.
- Identify and properly combine word parts to create medical terms.

## **Mastering Medical Language (23 hours)**

- Pluralize common medical words.
- Define common medical slang, jargon, and foreign terms.
- Distinguish between common similar medical words and word parts.
- Recognize common medical abbreviations and their meanings.

## **Anatomy and Pathophysiology (35 hours)**

- Identify the various systems of the human body, and explain the individual structures, components, and functions of each.
- Identify common disorders of each of the systems of the body.
- Define the functions of the skeletal system.
- Describe different types of bone tissue.
- Discuss the functions of a long bone.
- Identify the materials required for building bone.
- Describe the different types of bones.
- Identify bones in both the axial and appendicular skeleton.
- Discuss the role cartilage plays in the skeletal system.

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- Describe different types of joints and explain their movements.
- Explain common disorders of bones, joints, and muscles.
- Define the functions of the muscular system.
- Identify and explain different types of muscles.
- Explain how muscles contract.
- Explain what is meant by the origin and the insertion of a muscle.

## **Patient Preparation (20 hours)**

- Provide a safe environment, prevent accidents, practice proper handwashing, explain the importance of proper alignment and body mechanics, and give verbal commands.
- Prepare equipment and the environment for physical therapy treatments and position patients in the prone, supine, and side-lying positions.
- Explain the aide's role in turning and positioning patients, demonstrate types of sitting and standing transfers, and practice proper alignment and body mechanics.

## **Physical Therapy Modalities (25 hours)**

- Demonstrate knowledge of normal and deviated gait patterns, and appropriate methods and devices for training patients in ambulation.
- Demonstrate basic knowledge of types of therapeutic exercises and principles of patient exercise programs as well as the components of common therapeutic exercises.
- Demonstrate basic knowledge of heating and cooling agents and therapeutic massage, competency in the administration of these therapy agents, and understanding of the indications and contraindications for use.
- Demonstrate basic knowledge of specialized clinical procedures, competency in the administration of these therapeutic procedures, and understanding of the indications and contraindications for use.

## **Treating Common Medical Disorders (7 hours)**

- Define the role of physical therapy in caring for patients with special medical conditions.
- Discuss the role of the physical therapy aide in assisting with treatment of patients diagnosed with musculoskeletal and neurological disorders.
- Discuss the role of the physical therapy aide in assisting with treatment of patients diagnosed with cardiovascular and respiratory disorders.

## **Treating Physical Dysfunctions (3 hours)**

- Discuss the role of the physical therapy aide in assisting patients with physical dysfunctions, including burns and amputations and dermatological, genitourinary, eye, ear, nose and throat disorders.
- Discuss the role of the physical therapy aide in treating patients who have had joints replaced.
- Discuss the role of the physical therapy aide in treating patient with sports injuries.

## **Physical Therapy Aide - Simulations (15 hours)**

- Utilize interactive simulations and videos to enhance application of various physical therapy skills, including transferring patients, taping and wrapping, and applying TENS units.
- Demonstrate basic knowledge of optional career paths related to physical medicine, as well as demonstrate an understanding of the history of these industries and the current professional outlook.
- Have the option to view demonstrations of a number of orthopedic and sports massage techniques to enhance their knowledge of this physical therapy skill and to gain familiarity with the massage therapy career path.

## **Final Exam Preparation (1 hour)**

- Identify the steps needed to take to be eligible for and effectively prepare for and access the final exam.
- Identify the format, restriction, and policies of final exams, including scoring, retakes, allowed resources, and time limits.