



PHYSICAL THERAPIST ASSISTANT PROGRAM

Utah Valley University

Physical Therapist Assistant Program

Operational Manual

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Accreditation Statement

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education, 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. Candidacy is considered to be an accredited status, as such the credits and degree earned from a program with Candidacy status are considered, by CAPTE, to be from an accredited program. Therefore, students in the charter (first) class should be eligible to take the licensure exam even if CAPTE withholds accreditation at the end of the candidacy period. That said, it is up to each state licensing agency, not CAPTE, to determine who is eligible for licensure. Information on licensing requirements should be directed to the Federation of State Boards of Physical Therapy (FSBPT; www.fsbpt.org) or specific state boards (a list of state boards and contact information is available on FSBPT's website).

Utah Valley University is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on November 1, 2025. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation

1.1 PTA Program Admissions Guideline

UVU accepts a maximum of 16 students each year into the PTA Program. Prospective student information materials are available on the college website, from academic advisors, and from PTA program faculty.

The PTA Program abides by all UVU policies and procedures related to admissions, including but not limited to due process and non-discrimination.

Admission to the PTA Program is a **selective, multi-step process** designed to identify applicants best prepared for the academic rigor and clinical demands of the profession. Applicants are ranked using a point-based system that evaluates academic performance, completion of prerequisite courses, standardized test results, relevant experience or exposure to physical therapy, and both written and verbal communication skills.

To be considered for admission to the PTA Program, applicants must first be eligible for admission to Utah Valley University.

The application period for the PTA Program runs annually from February 1 through May 15, for admittance into the program August of that same year. All required materials must be submitted within this timeframe for consideration.

1.2 PTA Program Admissions Procedure

Step 1: The following **MUST** be on file in the Registrar's Office

1. Completed application for admission to Utah Valley University
2. Official copy of high school transcript or G.E.D. Certificate
3. Official copy of college transcript(s)
4. Placement test scores as required by the university

Step 2: The following must be submitted to be considered for admission to the PTA Program no later than 5 pm May 15th.

1. Complete the PTA application located online at <https://www.uvu.edu/chps/allied-health/physical-therapist/index.html>
2. Official college transcripts from all schools, including Utah Valley University
3. Evidence of a minimum total of **20 hours** of observation of a physical therapist or physical therapist assistant – observation form attached. Note the observation form will be uploaded in the documents section of the online application
4. Take the Test of Essential Academic Skills for Allied Health (TEAS)
Minimum of at least 60% (may be modified based on applicant pool)
5. Evidence of a minimum 3.00 cumulative GPA
6. Evidence of a minimum 3.00 GPA in the general education courses required for PTA degree

7. All pre-requisite courses must be successfully completed prior to applying to the PTA Program at Utah Valley University. All courses must be completed with a final grade of “C” or higher

Note: Even though Utah Valley University is an open-admissions institution, the Physical Therapist Assistant Program must limit their enrollment due to accreditation.

Step 3: Acknowledge the following requirements:

Academic & Admission Requirements

1. I have completed all the prerequisite courses OR their acceptable substitutions as applicable.
2. All my transcripts have been successfully transferred to Utah Valley University if applicable.
3. If English is my second language, I have the correct copy of my TOFL test report ready to upload during the submission of this application.
4. I am currently eligible to register for classes at Utah Valley University.
5. I will be able to attend an in-person interview on date outlined by the program.
6. I understand that I am applying for entry into the UVU Physical Therapist Assistant Program beginning August of the year of application.

Post-Acceptance Requirements

7. I understand that if I'm accepted into the PTA Program, I must successfully pass a federal background check to secure my position.
8. I understand that if I'm accepted into the PTA Program, I must successfully pass a drug test regardless of possession of a medical cannabis card that is legal in any state.

MEDICAL CANNABIS NOTIFICATION: In accordance with UVU Policy 548 applicants to clinical programs at UVU must pass a drug test. Students will be tested upon acceptance to a clinical program. The responsibility for passing the drug test resides with the student regardless of possession of a medical cannabis card that is legal in any state. Clinical programs reserve the right to repeat drug tests at any time during the clinical program.

9. I understand that if I am accepted into the PTA Program, I must attend the entire MANDATORY ORIENTATION on the date and time designated by the

program. I will arrive on time and remain in attendance until dismissal. Failure to do so may result in forfeiture of my position in UVU's PTA Program.

10. I understand that if I'm accepted into the PTA Program, I must make this program my first priority, from the first day of class until the last day of class each semester throughout the entirety of my participation. The UVU PTA Program cannot make accommodations to fit my work or personal schedule. If I am unable to keep this commitment at any point during my participation, I will risk forfeiting my position in UVU's PTA Program.

Technical and Physical Standards (see Technical Standards in Student Handbook Appendix for details)

11. I understand that I must be able to safely and consistently lift, transfer, and assist patients, which may include lifting up to 60 pounds independently and more with assistance, as part of the physical requirements of the program and profession.
12. I understand that I must meet the essential functions and technical standards required of a physical therapist assistant, including but not limited to behavioral, cognitive, communication, motor, and sensory.

Program Participation and Financial Responsibility

13. I acknowledge that I will be responsible for all associated program costs, including but not limited to textbooks, uniforms, background checks, drug screening, health insurance, and transportation to clinical sites.
14. I understand that clinical placements may require travel and attendance at varying hours, including early mornings and weekends, and I am responsible for reliable transportation.
15. I acknowledge that I will be required to maintain current CPR certification for healthcare providers throughout the duration of the program.

Professional Expectations and Conduct

16. I understand that failure to meet program expectations, including academic, behavioral, and professional standards, may result in dismissal from the program.
17. I understand that participation in clinical education experiences is required and that these experiences are assigned by the program; personal preferences for location or schedule may not be accommodated.

18. I acknowledge that the PTA program curriculum is rigorous and requires consistent, active participation in class, lab, and clinical settings.
19. I understand that I must adhere to the APTA's Standards of Ethical Conduct for the Physical Therapist Assistant and demonstrate professionalism at all times.
<https://www.apta.org/apta-and-you/leadership-and-governance/policies/standards-of-ethical-conduct-for-the-physical-therapist-assistant>
20. I understand that immunizations and health screenings required by clinical sites must be current and submitted in accordance with program deadlines to maintain eligibility for clinical placement.

Step 4: Selection of students to be interviewed

Upon submission of all required application materials, the top 25 applicants will be notified by May 31 and invited to participate in an on-campus interview at Utah Valley University.

Following the interview process, 16 students will be selected for admission into the Physical Therapist Assistant Program. These candidates will be notified of their acceptance by June 30 and will begin the program in August of the same year.

Enrollment is capped at 16 students per cohort in accordance with program resources and CAPTE accreditation standards. To prevent overenrollment, the following procedures will be applied:

- Once 16 offers of admission are accepted, the class will be considered full, and no additional students will be enrolled.
- A ranked alternate list will be maintained. If an accepted student declines admission prior to program start, the next alternate on the list will be offered the seat.
- All remaining applicants will be notified of their status (accepted, alternate, or denied) within 30 days of the application deadline.
- Under no circumstance will more than 16 students be enrolled in a cohort.

This process ensures that the PTA Program admits only the number of students for which it has adequate resources, thereby maintaining program quality and compliance with accreditation standards.

SELECTION TO THE INTERVIEW PROCESS WILL BE BASED ON THE FOLLOWING POINTS

ZOOL 2320 (15)	ZOOL 2325 (8)	HLTH 1300 (10)	ENGL 1010 OR 1005 (10)	MATH 1050 OR 1055 (10)	COMM 1020 (10)	PSY 1010 OR 1100 (10)	GPA (15)	TEAS (12)	TOTAL (100)	Observation (Y/N)

Points based on Grade for courses worth up to 15 points	C- and below= Ineligible		C=2 points		C+=4 points		B-=6 points		B=8 points		B+=10 points		A-=13 points		A=15 points	
Points based on Grade for courses worth up to 10 points	C- and below= Ineligible		C=1 points		C+=2 points		B-=3 points		B=4 points		B+=6 points		A-=8 points		A=10 points	
Points based on Grade for courses worth up to 8 points	C- and below= Ineligible		C=1 points		C+=2 points		B-=3 points		B=4 points		B+=5 points		A-=7 points		A=8 points	
GPA (GPA of general education courses listed above)	< 3.00 = Ineligible	3.0= 1 point	3.1= 2 points	3.2= 4 points	3.3= 5 points	3.4= 7 points	3.5= 8 points	3.6= 10 points	3.7= 11 points	3.8= 13 points	3.9= 14 points	4.0= 15 points				
TEAS Composite Score Minimum of at least 60% (May be modified based on applicant pool.)	0 to 40% = 0 points			41 to 59% = 2 points			60 to 75% = 8 points			76 to 100% = 12 points						
Observation Hours form	<20 hours completed= Ineligible						20 hours or more completed= Eligible									

(If total points scores are tied, GPA will be used as the tiebreaker.)

All applicants are numerically ranked and placed into available openings according to their rank.

Step 5: Interview Day

1) Welcome & Orientation (15–20 minutes)

- Greet applicants, verify attendance, and provide name tags
- Welcome remarks by the program director
- Overview of the PTA Program, faculty introductions, and structure of interview day

2) Program Information Session (20 minutes)

- Presentation on:
 - Program mission, structure, and expectations
 - Clinical education overview
 - Admissions timeline and what to expect next
- Q&A with faculty or current students (optional)

- 3) **Personal Interviews (15–20 minutes per student)**
 - a) Conducted one-on-one or with a two-person faculty panel
 - b) Standardized rubric evaluating:
 - i) Communication skills
 - ii) Professionalism and ethical reasoning
 - iii) Motivation for becoming a PTA
 - iv) Understanding of the PTA role and healthcare team
- 4) **Writing Demonstration (30 minutes)**
 - a) Prompt-based writing assignment (e.g., professional behavior, motivation for healthcare, overcoming challenges)
 - b) Assessed for grammar, clarity, and reflective thinking
 - c) Completed in a quiet testing space with paper or computer access
- 5) **Grit Questionnaire (15 minutes)**

(Administer the Grit Scale used to assess perseverance and passion for long-term goals)
- 6) **Campus or Facility Tour (Optional – 20–30 minutes)**
 - a) Guided walk-through of classroom, lab, and simulation facilities
 - b) Opportunity to meet current students or faculty informally
- 7) **Group Interview (fun problem-solving activity and presentation of material) (30 minutes)**
 - a) Group discussion topics may include:
 - i) Ethical dilemmas
 - ii) Team problem-solving scenarios
 - iii) Communication in clinical settings
 - iv) Assessed for teamwork, listening, leadership, and respectfulness
- 8) **Exit & Final Instructions (10 minutes)**
 - a) Thank applicants for attending
 - b) Reiterate decision timeline (e.g., June 30 for admission offers)
 - c) Provide contact info for follow-up questions
 - d) Optional feedback form about the interview experience

An alternate list will be utilized in case admission is not accepted by a student.

NOTES:

There are many ways to earn college credit (such as concurrent enrollment, AP, CLEP, or transfer courses). However, not all types of credit can be used to meet the **UVU PTA Program prerequisite requirements**.

To avoid delays in your application, please consult with a **pre-PTA advisor** before assuming that your credits will count. The following information outlines the types of credit and grades that may or may not affect your eligibility to apply to the PTA Program:

- **Repeating Course Work:** Repeating a course for a better grade is an option and does not affect your UVU PTA application adversely.
- **AP Credits:** AP scores of 3, 4 or 5 can be accepted for prerequisite requirements. These must be posted to your transcript as credit. For purposes of calculating the GPA, a score of 3 = B+, 4 = A-, and 5 = A.
- **Course Substitutions:** In order to give students, the best opportunity to have a competitive GPA, there are some courses which may be used as a substitution for a prerequisite if a higher grade was received in the substituting course and the grade in the prerequisite course meets PTA standard minimum grade. The following are examples of appropriate substitutions:
 - ENGL 1010: If ENGL 2010 or 2020 has been completed with a better grade than the ENGL 1010, that course may be substituted for the prerequisite ENGL 1010 course.
 - MATH QL: Any higher-level math class which required College Algebra as a prerequisite (except Trigonometry) may be substituted for the prerequisite Math QL course.

Any other course substitutions will be determined on a case-by-case basis by the PTA Program.

1.3 Meetings

The PTA faculty will meet formally a minimum of twice a month to discuss program and student issues. Minutes will be recorded for formal program faculty meetings. Informal or unscheduled faculty meetings will occur as needed, either in person, by e-mail, or by phone.

PTA faculty will also schedule a program meeting that will take place prior to the start of each semester during a faculty duty day. These meetings will be used to prepare for the upcoming semester, discuss assessment and evaluations from the previous semester, and to discuss any changes needed in the program.

Following each academic year, program faculty will hold an assessment meeting to review collected and analyzed assessment data to determine if any changes are needed for the upcoming academic year.

PTA Program Advisory Board will be held twice per academic year.

The PTA program director will attend UVU program director meetings as scheduled.

PTA Program faculty will attend Department of Allied Health meetings as scheduled.

PTA Program faculty will attend College of Health and Public Service meetings as scheduled.

PTA Program faculty will participate in college-wide committees as their schedules allow.

PTA Program core faculty will meet with students at least once per semester. This may be in the form of Professional Behaviors meetings at the end of the semester.

Additional individual meetings between students and faculty will be scheduled as needed.

Academic advising sessions between students and their academic advisor will take place at least once per semester if requested by either the student or advisor.

1.4 Agreement of Affiliation Management Procedure

Students will only be assigned to facilities in which a properly executed and unexpired written agreement is in place.

The Director of Clinical Education (DCE) maintains an active list of all signed contracts involved with the PTA Program, listing initial date of the agreement, expiration date, and contact information. This list will be reviewed and updated by the DCE annually or when there is a change in the number of clinical education sites affiliated with the PTA Program.

1.5 Written Agreement of Affiliation Review Procedure

The Agreement of Affiliation will be annually reviewed to ensure the agreements are accurate, current, and continue to meet the needs of the program and clinical facilities.

The Agreement of Affiliation will be annually reviewed by the DCE and the PTA program director. The Agreement of Affiliation automatically rolls over from year to year within the agreement's timeline. Either UVU or a clinical site can terminate this agreement with a 30-day written notice. A copy of the agreement will also be sent to the Site Coordinator of Clinical Education (SCCE) of the facility for review.

1.6 CAPTE Documentation and Fee Policy

The PTA Program will complete timely submission of required fees and documentation, including reports of graduation rates, performance on state licensing or certification examinations, and employment rates.

1.7 CAPTE Documentation and Fee Procedure

Composing required reports, including the Annual Accreditation Report (AAR), Self-Study Report (SSR), and any required compliance reports, as well as submitting CAPTE fees, are the responsibility of the PTA Program Director. Accreditation fees are included within the PTA Program budget. The Program Director coordinates directly with the CHPS financial manager and the Dean's office to ensure that required accreditation fees are paid by check or institutional credit card, in accordance with CAPTE's policies. Fee and documentation submission deadlines are included on the PTA Program's administrative calendar, located in the PTA Program Operational Manual, to ensure timely submission.

1.8 CAPTE Change Notification Policy

The PTA Program will notify CAPTE immediately in the event of any expected or unexpected substantive change(s) within the program, relevant changes in the institution, and of any change in institutional accreditation status or legal authority to provide postsecondary education. See CAPTE rules of Practice and Procedures: Parts 7.26 and 9

1.9 Change Notification Procedure

The PTA program director is responsible for assuring compliance and reporting any substantive change(s) within the PTA Program, relevant changes in the institution, and any threatened or actual change in institutional accreditation status to CAPTE immediately upon notification of this change in status.

1.10 CAPTE Accreditation Compliance Policy

The PTA Program will come into compliance with accreditation criteria within two years of being determined to be out of compliance.
See CAPTE rules of Practice and Procedures: Parts 4.5.c.3

1.11 Accreditation Compliance Procedure

The PTA program director has the responsibility to assure compliance with accreditation criteria within two years of being determined to be out of compliance.

1.12 CAPTE Clinical Faculty Development Policy

The PTA Program will provide ongoing development activities for the clinical education faculty based on needs of the clinical education faculty identified in the evaluation of the clinical education faculty. Clinical education faculty development activities will be designed to improve the effectiveness of the clinical education faculty and the PTA Program.
See CAPTE Standards and Required Elements for Accreditation of PTA Education Programs: 4N

1.13 Clinical Faculty Development Procedure

The PTA Program will follow the annual program assessment plan to identify clinical education developmental needs of clinical faculty individually and as a whole. The program will host or co-host a CI-credentialing course at least every other year and will annually host a clinical education workshop for clinical faculty where needed clinical education content identified through the assessment plan will be presented. In-services at clinical education sites, one-on-one meetings between clinical faculty and the PTA Program DCE, and other educational opportunities will be used as needed for presentation of clinical education developmental activities.

1.14 Background check and Health Database Guideline

All students must have clear background checks prior to admission and have completed the required immunizations to be eligible for clinical education.
See UVU policy 548

1.15 Background Check and Health Database Procedure

The PTA Program DCE has the responsibility to assure compliance with this policy. The DCE will ensure students complete all background check and immunization requirements prior to clinical education.

1.16 Faculty Evaluation and Development Guideline

The program director provides leadership in the evaluation and professional development of all program faculty. Core faculty will participate in annual evaluations that include review of teaching effectiveness, service, and scholarship in alignment with university guidelines. Faculty will also submit annual Professional Development Plans (PDPs) to the program director, who will provide written feedback and guidance for ongoing growth.

1.17 Core Faculty Evaluation and Development Procedure

- Each core faculty member will complete an annual self-evaluation and Professional Development Plan (PDP).
- The program director will review these documents, provide feedback, and discuss progress in a scheduled meeting.
- Peer and/or student evaluations of teaching will be incorporated into the review process in accordance with institutional practice.
- The program director will document the evaluation process in faculty personnel files and make recommendations for faculty development activities.
- Faculty will also meet annually with the Allied Health Division Chair for annual review of goals, feedback, etc.

1.18 Fiscal Management Guideline

The program director is responsible for oversight of the PTA Program budget, ensuring appropriate allocation of financial resources to support program operations, faculty development, instructional needs, and student learning.

1.19 Fiscal Management Procedure

- The program director will develop and submit the annual program budget in collaboration with the Dean's Office and CHPS financial manager.
- Expenditures will be reviewed on a semester basis to ensure fiscal accountability.
- The program director will authorize purchases for instructional resources, equipment, and supplies as needed to support student learning and program growth.
- Accreditation fees, as well as program operational expenses, will be planned for and tracked within the annual budget.

1.20 Hydrocollator Cleaning and Temperature Procedure

The hydrocollator will be utilized in accordance with the associated operating manual.

The temperature will be recorded at least weekly on the Hot Pack log. A blank copy is available in the appendix. Temperatures should be between 160-166F per the manufacturer's manual. If the temperature of the unit falls out of the standard range, adjustments may be made using the dial on the lower, back side of the unit. If still unable to correct temperature, the unit will be taken out of service and Rehab Specialists will be notified for maintenance or repair.

The hydrocollator is utilized during the spring and summer semesters and will be cleaned at the end of each spring semester. Steps to clean the hydrocollator are as follows:

1. Turn off and unplug the unit from the power source.
2. Remove hot packs and racks from the unit.
3. Move the unit to a floor drain or attach the extension hose to the lower, back side of the unit to drain into a sink.
4. Open the drain valve with the green handle, located on the lower back, inside of the unit to drain the water.
5. After all the water has been drained, rinse the interior of the unit with water and wipe down the interior surface and internal parts with a mild disinfectant or low abrasive bathroom cleaner (low chlorine product).
6. If "hard water" salt deposits are found on the interior of the unit, use a strong solution of vinegar and water (1:1 ratio) to dissolve the deposits and rinse away.
7. To clean the stainless steel exterior, use stainless steel cleaner and polish. DO NOT USE STEEL WOOL OR ABRASIVE CLEANERS, which will disturb the grain of the finish.
8. Close the drain valve and detach the extension hose, if necessary.
9. Return the hot packs and racks to the unit.
10. Fill the unit with fresh water, making sure that the water level is ABOVE the steam packs in order to avoid burning or scorching the packs.
11. Plug the unit back into the power source and turn switch to "on".

1.21 Program Website Information Policy

The program director will ensure accurate and easily accessible information is located on the program website regarding accreditation status (including CAPTE logo and required accreditation statement), Program Financial Fact Sheet, and current student and graduate achievement measures.

See CAPTE rules of Practice and Procedures: Parts 7.10.b.9.iv, 8.21

1.22 Program Website Information Procedure

At the start of each semester, the program director will ensure the program website contains accurate information regarding accreditation status (including CAPTE logo and required accreditation statement) and current student and graduate achievement measures. If a change is needed, the program director will submit the change to IT staff at CHPS.

1.23 CAPTE Rules of Practice Policy

The PTA Program will follow all CAPTE policies and procedures as outlined in the CAPTE Rules of Practice and Procedure. https://www.capteonline.org/faculty-and-program-resources/resource_documents/accreditation-handbook/rules-of-practice-and-procedure

1.24 CAPTE Rules of Practice Procedure

The PTA program director is responsible for reviewing the CAPTE Rules of Practice and Procedure following each CAPTE meeting and anytime CAPTE sends an email to programs regarding an actual or potential change of to determine if program changes are needed to ensure the program follows all CAPTE policies and procedures.

1.25 Program Complaint Guideline

The Physical Therapist Assistant (PTA) Program at Utah Valley University (UVU) values open communication and the fair treatment of all students, faculty, and staff. The program will take all submitted complaints seriously, and **no retaliation will occur** against any individual who submits a complaint in good faith.

1.26 Program Complaint Procedure

The program director will annually ensure that a complaint guideline, including who to contact regarding a complaint and a non-retaliation statement, will be accessible on the program webpage, in the program Clinical Education Handbook, Operational Manual, and on the program Employer of Graduate Survey. This complaint information will include the contact information for the program director, department chair, and for CAPTE. When a complaint is filed with the program director, the program director will inform the department chair and will respond to the complaint within one week. Records of program complaints will be maintained by the program director.

Complaints will be addressed according to the following procedure:

Step 1: Instructor Level

- The complainant should first attempt to resolve the concern informally by discussing it directly with the instructor or individual involved.

Step 2: Program Director Level

- If unresolved, the complainant may submit the concern in writing to the PTA Program Director at ryan.rushton@uvu.edu.
- The Program Director will review the concern, communicate with the complainant, and provide a written response within one week.
- The Program Director will also notify the Allied Health Department Chair that a complaint has been received.

Step 3: Department Chair / College Level

- If still unresolved or the complaint is about the Program Director, the complaint may be elevated to the Department Chair of Allied Health at:
Email: **PTAFEEDBACK@uvu.edu**
- The written complaint should include: a description of the concern, steps already taken, and any relevant documentation.
- The Department Chair will review the concern and provide a written response in a timely manner.

Step 4: Institutional Level

- If the complaint remains unresolved, the complainant may use UVU's official grievance processes:
 - Report & Support Website: <https://www.uvu.edu/reportandsupport/>
 - Office of Student Rights & Accountability:
<https://www.uvu.edu/studentconduct/>
 - Phone: (801) 863-5841
 - Email: studentconduct@uvu.edu

Step 5: Accreditation-Related Complaints

- Concerns related specifically to accreditation may be submitted directly to:
Commission on Accreditation in Physical Therapy Education (CAPTE)
3030 Potomac Ave., Suite 100
Alexandria, VA 22305-3085
Email: accreditation@apta.org
Website: www.capteonline.org

Complaint Records and Retention

- All formal complaints received at the program level will be documented by the Program Director, including the nature of the complaint, actions taken, and resolution.
- Records will be stored securely in the program files in accordance with UVU retention guidelines.
- Complaint trends will be reviewed annually by program faculty to ensure consistent and equitable application of procedures.

II. Program Calendar

2.1 PTA Program Calendar Procedure

The PTA Program faculty will use a calendar to assist them in completing departmental tasks in a timely manner

After a task is completed, faculty will note its completion within program meeting minutes.

UVU PTA Program Calendar

Date	Program Director	DCE	All Faculty
Orientation Day (July or August?)	•Introduction •Discuss program mission/structure/expectations •Review Student handbook •Arrange for library, student services, etc to be there	•Review Clinical Education	•Jonathan: review Lab
August	•Review the Agreement of Affiliation •Update PTA website	•Clinical Education Handbooks sent to all clinical sites? •Email program director summary of assessment data for the year's clinical education (include all original copies of surveys) • Review the Agreement of Affiliation	•Schedule field trips for fall courses • Start Faculty Professional Development Plans •Send field trip/off campus lab list to program director •Student waivers of liability signed •E-mail syllabi and final exams for all fall and previous summer/spring courses
September	•Update program MSDS manual •Submit CAPTE fees •Schedule fall advisory committee meeting for October • Review and submit changes, if needed, for program website	•Email inventory to program director •Update contract list (Excel file: all clinical sites with current contracts, contract expiration date, name of SCCE, SCCE email, SCCE phone number, and address of clinical site) Notify program director it updated on shared drive	•Complete faculty PDP's, email to program director

		•Update files in Clinical Ed file cabinet in lab	
October	•Invite Allied Health Department Chair to PTA Program meeting •Update advisory committee Canvas shell (if utilized)	•Schedule November date for clinical faculty meeting and inform clinical sites •Update Clin Ed Canvas shell (if utilized)	•Schedule midterm meeting for any student with a grade below C in a program course
November	•Schedule Professional Behaviors Meetings •Schedule biomedical inspection for August •Submit AAR	•Review and update clinical contract list •Inform CCCE's of Summer Clinical assignments •Email Clin Ed Handbooks to sites	•faculty meeting
December		•Course evals to program director	•Professional Behaviors meetings
PTA Faculty Retreat (Faculty Duty Day Prior to Start of Semester)	•Schedule dates/times for at least one program information sessions for spring semester	•Schedule dates/times for at least one program information sessions for spring semester	•Review lab equipment and supplies for spring courses •Review course evaluations from fall semester
January	Review and submit changes, if needed, for program website	•Send email to clinical sites for spring clinic	•Student waivers of liability signed
March	•Meet with a representative from CHPS Deans office to discuss college policies and procedures and admission requirements to determine program impact, if needed •Schedule Spring advisory committee meeting for April	•Inform SCCE's of spring clinical assignments als	•Schedule midterm meeting for any student with a grade below C in a program course
April	•Invite Dean of College of Health and Public Service to PTA Program meeting		•Schedule Professional Behaviors Meetings
May			•Professional Behaviors

			meeting/student feedback •Final course evaluations for all PTA courses given to program director
June	•Have Dean of Student Services review the PTA Program Policy and Procedure Handbook and the Clinical Education Handbook •Schedule PTA Orientation Day, send orientation packets •Send letter/email to those on alternate list		•Interview day for applicants
July	•Review College Policies and Procedures for impact on program •Schedule dates/times for at least one program information session for fall semester	•Submit academic year clinical education assessment data to program director	•Review lab equipment and supplies for fall courses •Review CPI results from spring & fall sessions •Establish strategic plan for year

APPENDIX

HYDROCOLLATOR TEMPERATURE LOG

<u>DATE</u>	<u>TEMPERATURE</u>	<u>DATE</u>	<u>TEMPERATURE</u>

Utah Valley University
Job Description: Program Director – Physical Therapist Assistant Program
Position Summary

The Program Director for the Physical Therapist Assistant (PTA) Program provides strategic leadership, administrative oversight, and academic direction to ensure program excellence, compliance with the Commission on Accreditation in Physical Therapy Education (CAPTE) standards, and alignment with Utah Valley University’s (UVU) mission and Vision 2030. The Program Director is responsible for communication, program assessment and planning, fiscal management, faculty development and evaluation, and student success.

Qualifications

- The Program Director must meet all of the following CAPTE-required qualifications:
- **Licensure:** Holds an active, unencumbered physical therapist (PT) license or physical therapist assistant (PTA) license/certification in any U.S. jurisdiction, and is in compliance with the Utah state practice act.
 - **Education:** Holds a minimum of a master’s degree from a regionally accredited institution.
 - **Clinical Experience:** Has a minimum of **five years of full-time, post-licensure experience**, including at least **three years of full-time clinical experience** in the field of physical therapy.
 - **Teaching Experience:** Demonstrated experience in classroom, laboratory, and/or clinical teaching in physical therapy education.

- **Leadership & Administration:** Experience in administration, management, and leadership; experience derived from clinical or academic roles is acceptable.
- **Professional Development:** Provides evidence of a minimum of **60 contact hours of professional development or education** in the four content areas required by CAPTE:
 - Education theory and methodology
 - Instructional design
 - Student evaluation
 - Outcome assessment

Key Responsibilities

Program Leadership & Administration

- Provide effective leadership and oversight for all aspects of the PTA Program.
- Ensure program compliance with CAPTE standards and UVU policies.
- Lead strategic planning, curriculum development, program assessment, and continuous improvement.
- Serve as the primary liaison between the program, the College of Health and Public Service, CAPTE, and external stakeholders.

Faculty Development & Evaluation

- Recruit, mentor, evaluate, and support core and adjunct faculty.
- Foster professional growth opportunities, including scholarly activity and credentialing.
- Ensure workload assignments are equitable and in compliance with institutional policy.
- Promote a collaborative culture of excellence in teaching, service, and scholarship.

Student Success & Academic Oversight

- Oversee admission, progression, and graduation policies specific to the PTA program.
- Ensure program learning outcomes prepare students for safe, effective, and ethical entry-level practice.
- Support student advising, remediation, and success initiatives.
- Maintain high standards of professionalism, inclusivity, and ethical practice in all student interactions.

Fiscal & Resource Management

- Manage the PTA Program's budget responsibly, including instructional resources, clinical education costs, and accreditation fees.
- Advocate for sufficient program resources, including faculty, facilities, and equipment.
- Collaborate with the Dean's office to ensure responsible allocation of financial and physical resources.

Accreditation & Assessment

- Prepare and submit required CAPTE reports (Annual Accreditation Report, Self-Study, compliance updates).
- Maintain program data for student outcomes, graduate performance, and clinical site effectiveness.
- Ensure ongoing program assessment and use of results for continuous improvement.
- Engage the advisory board in program review and development.

Clinical Education Support

- Collaborate with the Director of Clinical Education (DCE) to secure and maintain clinical partnerships.
- Ensure students meet required competencies before beginning clinical practicums.
- Provide oversight of clinical faculty training, evaluation, and development.

Rank and Appointment

This position is a **faculty appointment** at Utah Valley University and may be eligible for **tenure-track or administrative appointment** depending on candidate qualifications and institutional policy.