

<p>Unit Operational Plan</p> <p>Due March 1st Each Year</p> <p>2024-2025</p>

Name of Unit: Physical Therapist Assistant Program

Primary Purpose (for the unit): The Jefferson State Community College Physical Therapist Assistant Program aims to prepare competent, ethical, entry level Physical Therapist Assistants who are lifelong learners. The Program exists to provide an educational environment in which the needs of the individual student, the community, and other target audiences can be met.

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Provide funding for PTA program accreditation fees	Comply with CAPTE Accreditation Standards	I.A.2 Improve alignment of industrial programming with local business and industry	FP 2.2 - Career and professional associate degree programs that integrate general and career-specific education and prepare students for immediate employment. FP 4.4 -Continual improvement through ongoing evaluation and advocacy of innovation in teaching and learning.
Providing funding for PTA Program Director American Physical Therapy Association (APTA) membership dues	The Program Director will have access to materials that are only available to APTA members including: federal legislation, federal regulations, professional development, and pertinent program information	IV.B. Increase opportunities for professional development for all employees	FP 4.2 Professional development experiences that enable personnel to maintain currency in their respective fields, increase their awareness and use of alternative methods of meeting the needs of a diverse student population, and develop innovative approaches to fulfilling their roles in the institution.
Financially support the PTA Program Director in participating as the	The program director will have a record of professional service with an organization	IV.B. Increase opportunities for professional	FP 4.2 Professional development experiences that enable personnel to maintain

<p>American Academy of Physical Therapy annual conference co-chair.</p>	<p>whose mission is to meet the needs of and provides relief to poor and disadvantaged African Americans and other minorities in allied health professions. Continuing education certificates will be maintained by the program director.</p>	<p>development for all employees</p>	<p>currency in their respective fields, increase their awareness and use of alternative methods of meeting the needs of a diverse student population, and develop innovative approaches to fulfilling their roles in the institution. FP 5.6-Participation of college personnel in civic, cultural, recreational, and service activities.</p>
<p>Provide funding for biomedical services for calibration and safety checks</p>	<p>The program will maintain safe equipment for use and handling by instructors and students.</p>	<p>II.D – Increase and enhance support for adult learners</p>	<p>FP 3.2 - Physical facilities, technological resources and other resources that promote learning. FP 3.4 Student academic, developmental, and support services that assist students in achieving their goals</p>
<p>Provide funding for the replacement of broken education equipment</p>	<p>The program will maintain safe equipment for use and handling by instructors and students.</p>	<p>II.D – Increase and enhance support for adult learners</p>	<p>FP 3.2 - Physical facilities, technological resources and other resources that promote learning. FP 3.4 Student academic, developmental, and support services that assist students in achieving their goals</p>
<p>Provide funding for faculty professional development.</p>	<p>Program faculty will have evidence of contemporary expertise specific to assigned teaching content. Continuing education certificates will be maintained by program faculty.</p>	<p>I.A.2 - Improve alignment of industrial programming with local businesses and industry. IV.B. Increase opportunities for professional development for all employees</p>	<p>FP 3.3 -Qualified personnel who enable the college to fulfill its purpose. FP 4.2- Professional development experiences that enable personnel to maintain currency in their respective fields,</p>

			increase their awareness and use of alternative methods of meeting the needs of a diverse student population, and develop innovative approaches to fulfilling their roles in the institution.
Provide funding for FSBPT Content Area Report and Graduate Report for the traditional and hybrid PTA cohorts	Program faculty will have data to review and analyze areas of strength/weakness for curriculum development and revision.	II.D – Increase and enhance support for adult learners	FP 1.3 Collegiate and developmental education designed to meet the needs and abilities of the diversity of people within the college service area. FP 2.2 - Career and professional associate degree programs that integrate general and career-specific education and prepare students for immediate employment.
Provide funding for PTA program online clinical assessment suite.	Program faculty will have a database system for clinical instruction, clinical management, student evaluation and progression.	II.D – Increase and enhance support for adult learners	FP 3.2 - Physical facilities, technological resources and other resources that promote learning. FP 3.4 - Student academic, developmental, and support services that assist students in achieving their goals.
Provide funding for essential lab supplies	Program faculty and students will have educational materials that will enhance learning/understanding of essential concepts in rehabilitation and clinical education.	II.D – Increase and enhance support for adult learners	FP 3.2 - Physical facilities, technological resources and other resources that promote learning. FP 3.4 Student academic, developmental, and support services that assist students in achieving their goals

Provide funding for advisory committee meetings	The PTA program will have two advisory committee meetings during 2024.	I.A.2 - Improve alignment of industrial programming with local businesses and industry. II.D- Increase and enhance support for adult learners. III.A-Develop additional locations and facilities to offer instruction and training.	FP 2.2 - Career and professional associate degree programs that integrate general and career-specific education and prepare students for immediate employment. FP 5.5 Business/educational consortia that promote educational opportunities and economic development.
Update classroom	Provide quality teaching and learning environments for faculty and students through maintaining classroom/laboratory spaces and equipment.	III.B - Continue to improve aesthetics and infrastructure at all campuses.	FP 3.1 A friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness.
Update PTA office suite and faculty offices	New carpet or flooring and paint applied to suite 316. New carpet or new flooring in office 316A, 316E, and 316F	III B-Continue to improve aesthetics and infrastructure at all campuses	FP 4.3 A working environment that supports employee wellness and job satisfaction

Unit Operational Plan for 2024-2025

1. **Goals** – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.
2. **Method of Assessment** – How the unit will determine if the objective has been met.
3. **Funding/Rationale** – Provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.

Goal	Assessment	Funding/Rationale
Provide funding for PTA program accreditation fees	The PTA Program Director will follow the college process for requesting funding to pay the accreditation fees. The PTA Program Director will confirm that the accreditation	\$8,136.00 for 2024/ required to maintain programmatic accreditation.

	fees are received by CAPTE, the programs' accreditor.	
Providing funding for PTA Program Director American Physical Therapy Association (APTA) membership dues	The PTA Program Director will follow the college process for requesting funding to pay the membership dues. The PTA Program Director will confirm that the membership dues are paid.	\$560/To provide access to materials that are only available to APTA members
Financially support the PTA Program Director in participating as the American Academy of Physical Therapy (AAPT) annual conference co-chair.	The PTA Program Director will follow the college process for requesting funding to support attending the AAPT annual conference.	\$0-\$3,000.00/ To provide the program director will have a record of professional service with an organization whose mission is to meet the needs of and provides relief to poor and disadvantaged African Americans and other minorities in allied health professions.
Provide funding for biomedical services for calibration and safety checks	The PTA Program Director will follow the college process for requesting funding to pay the membership dues. Each piece of equipment will have a sticker identifying that it has been calibrated and passed safety checks.	~\$1500.00/ To maintain safe equipment for use and handling by instructors and students
Provide funding for the replacement of broken education equipment	Program faculty will review calibration and safety check documents and inventory lab equipment to decide if any equipment needs to be replaced. The program director will then follow the college process for requesting funding to replace equipment.	\$6,000.00/ Each year we teach the students how to use equipment before it is used. However, items may end up broken. This amount is an estimate. 0
Provide funding for faculty professional development.	Program faculty will follow the college process for completing an Individual Action Plan (IAP).	IAP = \$600 x 3 faculty = \$1,800.00 (IAP)/ To provide evidence to CAPTE, the programs accrediting body, of contemporary expertise specific to assigned teaching content
Provide funding for Federation of State Boards of Physical Therapy (FSBPT) Content Area Report and Graduate Report for the traditional and hybrid PTA cohorts	The PTA Program Director will follow the college process for requesting funding to pay for the FSBPT reports. Program faculty will review data from the reports to consider curriculum revision.	\$380.00/ To review data on pass rates to consider implications and need for curriculum revisions.

Provide funding for PTA program online clinical assessment suite.	The PTA Program Director will follow the college process for requesting funding to pay for the online clinical assessment suite. The PTA Program Director will confirm that the invoice for the online clinical assessment suite is paid.	\$900.00/ To maintain online database systems for clinical instruction, clinical management, student evaluation and progression.
Provide funding for essential lab supplies	The PTA Program Director will follow the college process for requesting funding to pay for lab supplies. Program faculty will confirm receipt of supplies.	\$4500.00/ To provide the necessary supplies for instruction in relevant therapeutic concepts
Provide funding for advisory committee meetings	The advisory chair and the PTA Program Director will schedule at least two advisory committee meetings for 2024. Meeting minutes will be electronically maintained.	\$600.00/ To provide a forum for program faculty and clinicians in the field to discuss contemporary practice in physical therapy for curriculum development and revision.
Update classroom	The PTA Program Director will follow the college process for requesting funding to pay for tables and chairs to be used in the PTA classroom.	\$13,580.62/ To provide an updated classroom environment for PTA students.
Update PTA office suite and faculty offices	The PTA Program Director will follow the college process for requesting funding to pay for new carpet or flooring in the PTA suite and offices and for new office furniture for office 316A and 316E.	