

# PHYSICAL THERAPY (180 Hours)

Course No.: 76-45-50

## COMPETENCY CHECKLIST

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_ School Site \_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Certificate Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Student Signature \_\_\_\_\_

(Signatures verify completion of course competencies)

### A. ORIENTATION AND SAFETY (5 hrs)

- \_\_\_\_\_ 1. Discuss classroom policies
- \_\_\_\_\_ 2. Discuss evaluation methods
- \_\_\_\_\_ 3. Personal grooming requirements: class/work
- \_\_\_\_\_ 4. Uniform requirements: class/workplace
- \_\_\_\_\_ 5. History/evolution of physical therapy
- \_\_\_\_\_ 6. Duties of rehabilitation team members
- \_\_\_\_\_ 7. Role of allied health area professionals
- \_\_\_\_\_ 8. Duties of physical therapy aide
- \_\_\_\_\_ 9. Difference between P.T. Aide & P.T. Assistant
- \_\_\_\_\_ 10. Supervisors of P.T. Aide
- \_\_\_\_\_ 11. Employment opportunities/situations
- \_\_\_\_\_ 12. Attitudes/qualities needed by P.T. Aide
- \_\_\_\_\_ 13. Career ladder opportunities in field
- \_\_\_\_\_ 14. Job opportunities after course completion
- \_\_\_\_\_ 15. General Cal/OSHA rules for therapy field
- \_\_\_\_\_ 16. CDC rules pertaining to physical therapy field
- \_\_\_\_\_ 17. Safety codes for physical therapy field
- \_\_\_\_\_ 18. Earthquake plans for school and facility
- \_\_\_\_\_ 20. List patient identification methods
- \_\_\_\_\_ 21. Preventing injuries by sharp objects
- \_\_\_\_\_ 22. Two routes of disease transmission
- \_\_\_\_\_ 23. Two natural defenses against infection
- \_\_\_\_\_ 24. Precautions to protect from infection
- \_\_\_\_\_ 25. HIV and its transmission routes
- \_\_\_\_\_ 26. Hepatitis B and its transmission routes
- \_\_\_\_\_ 27. Purpose of hand washing
- \_\_\_\_\_ 28. Demo various hand cleansing agents
- \_\_\_\_\_ 29. Use of clean gloves
- \_\_\_\_\_ 30. Demo donning and removing gloves
- \_\_\_\_\_ 31. Proper disposal of contaminated items
- \_\_\_\_\_ 32. Blood-borne pathogens
- \_\_\_\_\_ 33. Pass safety test with 100%

### B. MATHEMATICS FOR THE PHYSICAL THERAPY AIDE (4 hrs)

- \_\_\_\_\_ 1. Practical application of math for P.T. aides
- \_\_\_\_\_ 2. Problem solving with whole numbers
- \_\_\_\_\_ 3. Problem solving with fractions
- \_\_\_\_\_ 4. Problem solving with decimals
- \_\_\_\_\_ 5. Changing fractions to decimals
- \_\_\_\_\_ 6. Changing decimals to fractions
- \_\_\_\_\_ 7. English/metric systems of measuring length
- \_\_\_\_\_ 8. English/metric systems of measuring weight
- \_\_\_\_\_ 9. English/metric systems of volume/capacity
- \_\_\_\_\_ 10. Solving measuring problems
- \_\_\_\_\_ 11. Demo measuring using tools of the trade
- \_\_\_\_\_ 12. Metric in ascending/descending powers of ten
- \_\_\_\_\_ 13. Convert English measuring to metric system
- \_\_\_\_\_ 14. Convert metric to English measuring system
- \_\_\_\_\_ 15. Solving techniques for geometric problems
- \_\_\_\_\_ 16. Solving techniques for algebraic problems
- \_\_\_\_\_ 17. Problem solving techniques for percentages
- \_\_\_\_\_ 18. Demo techniques for using calculator

### C. FIRST AID AND CPR (5 hrs)

- \_\_\_\_\_ 1. Purpose of EMS
- \_\_\_\_\_ 2. EMS procedures/caregiver roles
- \_\_\_\_\_ 3. Preparing for an emergency response
- \_\_\_\_\_ 4. Demo listed first aid and temporary care
- \_\_\_\_\_ 5. Common/frequent injuries in athletics
- \_\_\_\_\_ 6. Signs and symptoms of shock
- \_\_\_\_\_ 7. Discuss signs of listed injuries/emergencies
- \_\_\_\_\_ 8. Proper use of Automatic External Defibrillator
- \_\_\_\_\_ 9. Components of a CPR course
- \_\_\_\_\_ 10. Pass a certified CPR course

### D. ETHICAL AND LEGAL STANDARDS (2 hrs)

- \_\_\_\_\_ 1. Define listed terms related to topic

- \_\_\_\_\_ 2. Ethics consistent with workplace
- \_\_\_\_\_ 3. Ethical aspect of new/emerging technologies
- \_\_\_\_\_ 4. Importance of confidentiality
- \_\_\_\_\_ 5. Informed consent
- \_\_\_\_\_ 6. Patient's Bill of Rights
- \_\_\_\_\_ 7. Tipping and other gratuities
- \_\_\_\_\_ 8. Discuss listed examples of legal situations
- \_\_\_\_\_ 9. Professionalism during client treatments

**E. INTERPERSONAL SKILLS (2 hrs)**

- \_\_\_\_\_ 1. Define communication
- \_\_\_\_\_ 2. Stages of communication process
- \_\_\_\_\_ 3. Things that impact interpersonal relations
- \_\_\_\_\_ 4. Positive/negative nonverbal communication
- \_\_\_\_\_ 5. Barriers to communication
- \_\_\_\_\_ 6. Emotional/psychological factors to injury
- \_\_\_\_\_ 7. Dealing with difficult patients properly
- \_\_\_\_\_ 8. Procedure when patient refuses treatment
- \_\_\_\_\_ 9. Hard of hearing patients or unable to speak

**F. MEDICAL TERMINOLOGY (5 hrs)**

- \_\_\_\_\_ 1. Root words, prefixes, suffixes, abbreviations
- \_\_\_\_\_ 2. Understand/apply medical terms
- \_\_\_\_\_ 3. Demo listed terminology skills
- \_\_\_\_\_ 4. Exam on medical terminology
- \_\_\_\_\_ 5. Major body systems
- \_\_\_\_\_ 6. 50 key medical terms of diseases/disorders
- \_\_\_\_\_ 7. Components of a medical chart
- \_\_\_\_\_ 8. Aspects of documentation

**G. ANATOMY AND PHYSIOLOGY OF SELECTED SYSTEMS (20 hrs)**

- \_\_\_\_\_ 1. Functions of skeletal system
- \_\_\_\_\_ 2. Axial and appendicular skeleton
- \_\_\_\_\_ 3. Bones of each skeletal division
- \_\_\_\_\_ 4. 3 major types of joints w/example of each
- \_\_\_\_\_ 5. Define listed terms related to topic
- \_\_\_\_\_ 6. Four functions of muscular system
- \_\_\_\_\_ 7. Three types of muscles
- \_\_\_\_\_ 8. Muscle action and movement
- \_\_\_\_\_ 9. General function of nervous system
- \_\_\_\_\_ 10. Structure and function of brain
- \_\_\_\_\_ 11. Spinal and cranial nerves
- \_\_\_\_\_ 12. Two divisions of autonomic nervous system
- \_\_\_\_\_ 13. Common nerve injuries
- \_\_\_\_\_ 14. Functions of cardiovascular system
- \_\_\_\_\_ 15. Cardiovascular system & other body systems
- \_\_\_\_\_ 16. Common breathing problems
- \_\_\_\_\_ 17. Characteristics of blood
- \_\_\_\_\_ 18. Functions of types of blood cells
- \_\_\_\_\_ 19. General structure of heart

- \_\_\_\_\_ 20. Functions of parts of heart
- \_\_\_\_\_ 21. Trace of blood thru heart & lungs on chart
- \_\_\_\_\_ 22. Arteries/ veins/capillaries
- \_\_\_\_\_ 23. Characteristics of nose
- \_\_\_\_\_ 24. Function of nose in respiratory tract
- \_\_\_\_\_ 25. Pharynx
- \_\_\_\_\_ 26. Nasopharynx/ oropharynx/ laryngopharynx
- \_\_\_\_\_ 27. Two functions of pharynx
- \_\_\_\_\_ 28. Tonsils
- \_\_\_\_\_ 29. Adenoids
- \_\_\_\_\_ 30. Epiglottis
- \_\_\_\_\_ 31. Function of epiglottis
- \_\_\_\_\_ 32. Structure of trachea
- \_\_\_\_\_ 33. Functions of trachea
- \_\_\_\_\_ 34. Protective mechanism of trachea
- \_\_\_\_\_ 35. Bronchi/bronchioles
- \_\_\_\_\_ 36. Bronchial tree
- \_\_\_\_\_ 37. Alveoli pulmonis
- \_\_\_\_\_ 38. Exchange of oxygen & carbon dioxide
- \_\_\_\_\_ 39. Characteristics of lungs
- \_\_\_\_\_ 40. Mechanism of breathing

**H. DISORDERS OF SELECTED BODILY SYSTEMS (5 hrs)**

- \_\_\_\_\_ 1. Causes of listed medical disorders/conditions
- \_\_\_\_\_ 2. Application of elastic bandages to body parts
- \_\_\_\_\_ 3. Application of splints to parts of the body
- \_\_\_\_\_ 4. Emotional impact following client's surgery
- \_\_\_\_\_ 5. Wound care and physical therapy

**I. DRUG USE (5 hrs)**

- \_\_\_\_\_ 1. Pharmaceutical abbreviations
- \_\_\_\_\_ 2. Metric/apothecary/household units
- \_\_\_\_\_ 3. Drug dosage forms
- \_\_\_\_\_ 4. Central nervous system drug categories
- \_\_\_\_\_ 5. Therapeutic effects with expected side effects
- \_\_\_\_\_ 6. Musculoskeletal system drug category
- \_\_\_\_\_ 7. Therapeutic effects with expected side effects
- \_\_\_\_\_ 8. Cardiovascular system drug category
- \_\_\_\_\_ 9. Therapeutic effects with expected side effects
- \_\_\_\_\_ 10. Drug and alcohol abuse
- \_\_\_\_\_ 11. Therapeutic effects/side effects of OTC meds

**J. ASSESSMENT OF VITAL SIGNS (5 hrs)**

- \_\_\_\_\_ 1. How vital signs are measured
- \_\_\_\_\_ 2. Instruments used to measure vital signs
- \_\_\_\_\_ 3. Three sites used to obtain body temperature
- \_\_\_\_\_ 4. Factors which would cause temperature to rise
- \_\_\_\_\_ 5. Measuring oral body temperature
- \_\_\_\_\_ 6. Measuring axillary body temperature
- \_\_\_\_\_ 7. Three factors that influence pulse rate

- \_\_\_\_\_ 8. Six sites used to measure pulse rate
- \_\_\_\_\_ 9. Normal pulse rate for child & adult
- \_\_\_\_\_ 10. Procedure for counting pulse rate
- \_\_\_\_\_ 11. Respiratory rate, depth, and danger signs
- \_\_\_\_\_ 12. Normal respiration rate for child & adult
- \_\_\_\_\_ 13. Procedure for counting respiration
- \_\_\_\_\_ 14. Danger signals for vital signs
- \_\_\_\_\_ 15. Observe objective/subjective symptoms
- \_\_\_\_\_ 16. Document objective/subjective symptoms
- \_\_\_\_\_ 17. P.T.'s role in reporting adverse vital signs

**K. BODY MECHANICS (5 hrs)**

- \_\_\_\_\_ 1. Three basic principles of body mechanics
- \_\_\_\_\_ 2. Discuss listed manipulations principles
- \_\_\_\_\_ 3. Supportive devices for maintaining position
- \_\_\_\_\_ 4. P.T. Aide's role in avoiding self-injuries

**L. TREATMENT METHODS (10 hrs)**

- \_\_\_\_\_ 1. Indications/contraindications for treatments
- \_\_\_\_\_ 2. Equipment/set-up for listed treatments
- \_\_\_\_\_ 3. Procedures/safety listed treatments
- \_\_\_\_\_ 4. Care and storage of treatment equipment

**M. THERAPEUTIC EXERCISES (5 hrs)**

- \_\_\_\_\_ 1. Purpose of exercise
- \_\_\_\_\_ 2. Goals of individualized therapeutic exercise
- \_\_\_\_\_ 3. Measuring muscle strength
- \_\_\_\_\_ 4. Grading scale used after measurement
- \_\_\_\_\_ 5. Measuring range of motion
- \_\_\_\_\_ 6. Neurological tests
- \_\_\_\_\_ 7. Orientation to determine mental status
- \_\_\_\_\_ 8. Forms of listed types of exercise
- \_\_\_\_\_ 9. P.T Aide's role in therapeutic exercise
- \_\_\_\_\_ 10. P.T Aide's role in explaining at-home exercise
- \_\_\_\_\_ 11. Use of water-based rehabilitation exercises
- \_\_\_\_\_ 12. Cardiovascular exercises
- \_\_\_\_\_ 13. Strengthening/conditioning exercises

**N. REHABILITATIVE EXERCISES (3.5 hrs)**

- \_\_\_\_\_ 1. Purpose of range-of-motion exercises
- \_\_\_\_\_ 2. Procedures: active/passive range-of-motion
- \_\_\_\_\_ 3. Equipment: active/passive range-of-motion
- \_\_\_\_\_ 4. Use, care, maintenance of equipment
- \_\_\_\_\_ 5. Document: active/passive range-of-motion
- \_\_\_\_\_ 6. Two goals of guarding techniques
- \_\_\_\_\_ 7. P.T. Aide positions in various situations
- \_\_\_\_\_ 8. Gait belt and its use
- \_\_\_\_\_ 9. Listed safety factors
- \_\_\_\_\_ 10. Controlling patient falls thru & by support
- \_\_\_\_\_ 11. Patient protection when a fall is unavoidable
- \_\_\_\_\_ 12. Conversation during exercise treatments

**O. MOBILITY TRAINING (3.5 hrs)**

- \_\_\_\_\_ 1. Describe listed standing transfers
- \_\_\_\_\_ 2. Describe listed sitting transfers
- \_\_\_\_\_ 3. Describe the supine transfer
- \_\_\_\_\_ 4. Ambulation methods
- \_\_\_\_\_ 5. Gait training: various situations/conditions

**P. SKILLS LABORATORY (60 hrs)**

- \_\_\_\_\_ 1. Demo documentation on patient record
- \_\_\_\_\_ 2. Basic positions of body mechanics
- \_\_\_\_\_ 3. Patient transfer using correct alignment
- \_\_\_\_\_ 4. Ambulation techniques w/correct alignment
- \_\_\_\_\_ 5. Proper hand washing techniques
- \_\_\_\_\_ 6. Donning and removing gloves
- \_\_\_\_\_ 7. Measurement of a radial pulse
- \_\_\_\_\_ 8. Counting respiration
- \_\_\_\_\_ 9. Measure blood pressure in various positions
- \_\_\_\_\_ 10. Document vital signs on medical record
- \_\_\_\_\_ 11. Objective/subjective symptoms on record
- \_\_\_\_\_ 12. Measurement of muscle strength
- \_\_\_\_\_ 13. Demo using grading scale after measurement
- \_\_\_\_\_ 14. Demo listed skills/techniques

**Q. CLINICAL OBSERVATION (30 hrs)**

- \_\_\_\_\_ 1. Grooming & uniform compliance for facility
- \_\_\_\_\_ 2. Equipment needed/safety for listed treatments
- \_\_\_\_\_ 3. Observe an active range-of-motion exercise
- \_\_\_\_\_ 4. Observe a passive range-of-motion exercise
- \_\_\_\_\_ 5. P.T.'s position during therapy/treatments
- \_\_\_\_\_ 6. Describe a gait belt
- \_\_\_\_\_ 7. Observe a gait belt use

**R. EMPLOYABILITY SKILLS (5 hrs)**

- \_\_\_\_\_ 1. Employer requirements for employees
- \_\_\_\_\_ 2. Identify potential employers
- \_\_\_\_\_ 3. Role of social networking in job search
- \_\_\_\_\_ 4. Design sample résumés and cover letters
- \_\_\_\_\_ 5. Importance of accurate job application
- \_\_\_\_\_ 6. Complete sample applications correctly
- \_\_\_\_\_ 7. Importance of enthusiasm on job
- \_\_\_\_\_ 8. Appropriate appearance on job
- \_\_\_\_\_ 9. Continuous upgrading of job skills
- \_\_\_\_\_ 10. Using customer service to build business
- \_\_\_\_\_ 11. Demo appropriate interviewing techniques
- \_\_\_\_\_ 12. Materials/resources for successful interview
- \_\_\_\_\_ 13. Design sample follow-up letters
- \_\_\_\_\_ 14. Demo appropriate follow-up procedures