Physical Therapy Aide Program Overview
The Physical Therapy Aide Program discusses the responsibilities of the physical therapy aide as a member of the physical rehabilitation team. The program also covers anatomy and medical terminology, administrative office skills, office technology, English usage and written communication, time and stress management, critical thinking skills, interpersonal communications, and medical ethics and HIPAA. Students are prepared for entry-level employment as a physical therapy aide in a variety of healthcare facilities.

Program Objectives

- To identify common learning strategies
- To demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- To identify the parts of a computer and explain how technology is used in the office
- To improve basic keyboarding speed and accuracy
- To identify common word elements in medical terms
- To identify common medical terms related to the organization of the body and the various body systems
- To analyze medical terms to determine their meaning
- To develop effective oral communication skills
- To develop critical thinking skills
- To learn about the role of the physical therapy aide as a member of the rehabilitation team
- To understand the administrative responsibilities of the physical therapy aide
- To become knowledgeable about the use of physical therapy to treat common medical disorders
- To understand the importance of safety in preparing the therapy environment and in treating patients
• To learn how to assist the physical therapist or physical therapy assistant in the administration of patient care

• To define and explain the importance of medical ethics and the Health Insurance Portability and Accountability Act

• To improve time mastery and productivity skills

• To describe the process for writing effective resumes and cover-letters

• To describe how to proactively search for work as a physical therapy aide

**Program Outline**

**Unit I: Blackstone’s Skills for Success**

Chapter 1: Discover How You Learn
Chapter 2: Find a Place to Study
Chapter 3: Learn How to Study

**Unit II: English Usage and Written Communication**

Chapter 1: Parts of Speech
Chapter 2: Parts of a Sentence
Chapter 3: Pronouns, Verbs, and Agreement
Chapter 4: Sentence Types and Punctuation
Chapter 5: Written Communications

**Unit III: Introduction to Computers, Keyboarding, and Office Technology**

Chapter 1: Introduction to Computers
Chapter 2: Keyboarding
Chapter 3: The Internet
Chapter 4: Other Types of Office Technology

**Unit IV: Anatomy and Medical Terminology 1: An Introduction**

Chapter 1: Basic Elements of Medical Terms
Chapter 2: Prefixes
Chapter 3: Roots and Suffixes
Chapter 4: Body Structure
Unit V: Anatomy and Medical Terminology 2
  Chapter 5: The Skeletal System
  Chapter 6: The Muscular System
  Chapter 7: The Integumentary System
  Chapter 8: The Respiratory System

Unit VI: Anatomy and Medical Terminology 3
  Chapter 9: The Cardiovascular System
  Chapter 10: The Urinary System
  Chapter 11: The Digestive System
  Chapter 12: The Nervous System

Unit VII: Anatomy and Medical Terminology 4
  Chapter 13: The Endocrine System
  Chapter 14: Eyes and Ears
  Chapter 15: Blood, Lymphatic, and Immune Systems
  Chapter 16: The Reproductive System

Unit VIII: Interpersonal Communications
  Chapter 1: Aspects of a Positive Workplace Environment
  Chapter 2: Communication
  Chapter 3: Diversity in the Workplace
  Chapter 4: Team Building

Unit IX: Critical Thinking Skills
  Chapter 1: Introduction to Critical Thinking and the PANIC Method
  Chapter 2: Inference and Judgment
  Chapter 3: Metacognition
  Chapter 4: Forming Strong Conclusions through Predicting
  Chapter 5: Rhetorical Strategies
  Chapter 6: Critical Theories
  Chapter 7: Deductive Reasoning
  Chapter 8: Emotional Intelligence and Critical Thinking
Unit X: Physical Therapy Aide 1
  Chapter 1: The Profession of Physical Therapy
  Chapter 2: Career Opportunities for the Physical Therapy Aide
  Chapter 3: Ethical and Legal Issues Affecting the Physical Therapy Aide

Unit XI: Physical Therapy Aide 2
  Chapter 4: Communicating Effectively
  Chapter 5: Medical Terminology and the Medical Record
  Chapter 6: Administrative Role of the Physical Therapy Aide

Unit XII: Physical Therapy Aide 3
  Chapter 7: Basic Structure and Function of the Human Body
  Chapter 8: Applied Anatomy and Physiology of the Musculoskeletal System
  Chapter 9: Using Physical Therapy to Treat Common Medical Disorders

Unit XIII: Physical Therapy Aide 4
  Chapter 10: Safety in the Working Environment
  Chapter 11: Patient Preparation
  Chapter 12: Turning and Positioning the Patient
  Chapter 13: Transferring the Patient

Unit XIV: Physical Therapy Aide 5
  Chapter 14: Assisting with Ambulation and Gait Training
  Chapter 15: Therapeutic Exercises
  Chapter 16: Physical Therapy Agents and Modalities
  Chapter 17: Specialized Clinical Procedures
  Chapter 18: Career Skills and the Physical Therapy Aide

Unit XV: Medical Ethics and HIPAA
  Chapter 1: Professional Development
  Chapter 2: Medicolegal Ethics
  Chapter 3: HIPAA for the Allied Healthcare Worker
Unit XVI: Time & Stress Management
   Chapter 1: LifeTime Patterns (Values)
   Chapter 2: The Power of LifeTime Habits
   Chapter 3: Goals, Objectives, and Outcomes
   Chapter 4: Choosing Your Priorities
   Chapter 5: Planning and Scheduling Activities
   Chapter 6: Interruptions, the #1 TimeThief
   Chapter 7: TimeLogs
   Chapter 8: TimeTips
   Chapter 9: Self-Esteem and Time Management
   Chapter 10: Stress Management

Unit XVII: How to Find a Job in Healthcare
   Chapter 1: Job Search Correspondence
   Chapter 2: The Job Search
   Chapter 3: Job Interviews