



## **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