

Physical Therapy Aide



The Physical Therapy Aide program prepares students for entry-level employment as a physical therapy aide in a variety of healthcare facilities. It 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.



The Physical Therapy Aide program prepares students for entry-level employment as a Physical Therapy Aide

There are no due-dates for any of your coursework and you have up to 18 months to complete your program.

To contact your Instructor Catie, please email instructor@blackstone.edu. Any general questions, please email info@blackstone.edu.

Your course is broken down into units. Students who pay in full for their program have access to all course materials. Students who enroll under a monthly payment plan have access to a new unit every month upon making their monthly payment.

The program is broken down into 17 study units.

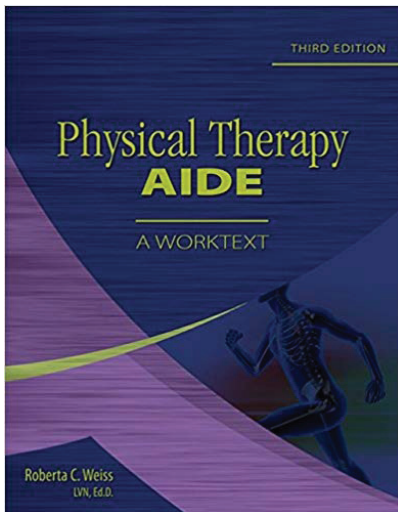
All course material is included in your tuition.

- **Unit 1** - Blackstone's Skills for Success pg. 1
- **Unit 2** - English Usage and Written Communication pg. 1
- **Unit 3** - Introduction to Computers, Keyboarding and Office Technology pg. 2
- **Unit 4** - Anatomy & Medical Terminology 1 pg. 2
- **Unit 5** - Anatomy & Medical Terminology 2 pg. 3
- **Unit 6** - Anatomy & Medical Terminology 3 pg. 3
- **Unit 7** - Anatomy & Medical Terminology 4 pg. 4
- **Unit 8** - Interpersonal Communications pg. 4
- **Unit 9** - Critical Thinking Skills pg. 5
- **Unit 10** - Physical Therapy Aide 1 pg. 5
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- **Unit 13** - Physical Therapy Aide 4 pg. 7
- **Unit 14** - Physical Therapy Aide 5 pg. 7
- **Unit 15** - Medical Ethics and HIPAA pg. 8
- **Unit 16** - Time and Stress Management pg. 8
- **Unit 17** - How to Find a Job In Healthcare pg. 9



What you receive with your program

Your program consists of seventeen units, including the following commercial e-books and electronic resources, to assist you step-by-step through the program.



Physical Therapy: A Worktext

This textbook, the core of your physical therapy aide certificate program, introduces the theory and clinical skills used by physical therapy aides in a variety of rehabilitation settings. The text includes photographs throughout to illustrate these skills and therapeutic modality procedures.

Textbook: Physical Therapy: A Worktext, by Roberta C. Weiss. ISBN: 9781418013172

Program Goals & Objectives

- Identify common learning strategies
- Demonstrate knowledge of guidelines for grammar, punctuation, and written correspondence
- Describe how computers, internet and electronic communication impact the workplace today
- Identify common word elements in medical terms
- Identify common medical terms related to the organization of the body and the various body systems
- Develop effective oral communication skills
- Develop critical thinking skills
- Describe the role of the physical therapy aide as a member of the rehabilitation team
- Discuss the administrative responsibilities of the physical therapy aide
- Examine the use of physical therapy to treat common medical disorders
- Explain the importance of safety in preparing the therapy environment and in treating patients
- Demonstrate how to assist the physical therapist or physical therapy assistant in the administration of patient care
- Explain the importance of medical ethics and the Health Insurance Portability and Accountability Act
- Apply time mastery and productivity skills in professional and personal settings
- Compose effective resumes and cover-letters
- Consider ways to proactively search for work as a physical therapy aide



Blackstone's Skills for Success

Unit 1

In this lesson, you will discover how you learn as well as your learning style. You will understand how you learn best by reading about intrinsic versus extrinsic motivation, field dependence and independence, self-efficacy and self determination. Visual, auditory, and kinesthetic learners will be discussed along with the differences between them. You will also receive some tips regarding your study space, the best time to work, and goal setting. Also, basic keyboarding skills will be introduced. Learning strategies, along with note-taking and memory tricks, are also an important part of this lesson. **You will receive access to the Blackstone Typing Tutor.**

English Usage & Written Communication

Unit 2

In this lesson, you will gain knowledge about the English language and written communication. This information is important to the successful allied health professional. Begin with parts of speech, then review parts of a sentence, pronouns, verbs and finally sentence types and punctuation. This lesson is a great grammar tutorial or refresher. You will also learn about writing in active versus passive voice, paragraph formation, and topic sentences; plus valuable tips for business communication.



Introduction to Computers, Keyboarding and Office Technology

Unit 3

Lesson 3 covers how computers are used in the office today, the different types of computers, and the parts of a computer system. In this lesson you will also learn about the Internet, URLs, search engines, and e-mail. Office technology will be discussed, including office networks, different types of servers, PDAs, scanners, digital cameras, and wireless communication.

Anatomy and Medical Terminology 1

Unit 4

This lesson begins your study of medical terminology. The lesson explains how medical terms are constructed and analyzed to determine meaning; the parts of medical terms, including roots, prefixes, and suffixes; the function of combining vowels; and how terms are pluralized. The lesson also introduces the basic organization of the human body and discusses the body cavities, planes of the body, and directional terms.



Anatomy and Medical Terminology 2

Unit 5

In this lesson, you will study four of the body systems—musculoskeletal, cardiovascular, respiratory, and neurologic—and the relevant medical terms, common injuries, and diseases.

Anatomy and Medical Terminology 3

Unit 6

This lesson covers the anatomy and physiology of the cardiovascular, urinary, digestive, and nervous systems, including the relevant medical terms as well as common diseases, tests and procedures, and terminology abbreviations.



Anatomy and Medical Terminology 4

Unit 7

This final anatomy and medical terminology lesson completes the study of the body, covering the endocrine and sensory (eyes and ears) systems; the blood, lymphatic and immune systems; and the male and female reproductive systems. The lesson discusses diseases associated with these body systems and also lists common abbreviations for terms related to these systems..

Interpersonal Communications

Unit 8

Lesson 8 provides an overview of how interpersonal communications affect workplace strategies, including how the various roles in the office can function together and how to use feedback, goals and incentives for increasing productivity. This lesson will introduce you to the fundamentals of effective communication, including maximizing your speaking and listening skills and proper use of body language to communicate messages. You will also learn about the benefits of working in a culturally diverse environment, and how to overcome communication barriers caused by diversity. Finally, this lesson will explore team building strategies.



Critical Thinking Skills

Unit 9

This lesson helps students develop their critical thinking skills, including use of inference and judgment, identifying strong conclusions, persuasive strategies, and deductive reasoning. You will also read about metacognition, the process of thinking about thinking, and how it builds critical thinking skills, as well as interpreting and using critical theories.

Physical Therapy Aide 1

Unit 10

This lesson introduces the various members of the rehabilitation team and career opportunities for physical therapy aides. An overview of legal and ethical issues affecting the profession is also discussed. **You will receive access to the e-book: Physical Therapy Aide: A Worktext.**



Physical Therapy Aide 2

Unit 11

Lesson 11 covers communication skills and appointment setting. You will learn about medical terminology, abbreviations, terms related to position and direction, and the medical record. You will also read about the administrative duties of a physical therapy aide..

Physical Therapy Aide 3

Unit 12

In this lesson, you will explore the basic structure of the human body, including a review of body systems. This lesson focuses on the anatomy and physiology of the musculoskeletal system. You will also learn about how physical therapy is used to treat common medical disorders.



Physical Therapy Aide 4

Unit 13

This lesson discusses safety in the work environment. Preparing the patient and environment for physical therapy are covered. This lesson also explores how to turn and position physical therapy patients, as well as proper techniques for transferring patients between various positions and locations.

Physical Therapy Aide 5

Unit 14

Lesson 14 introduces therapeutic exercises, assisting with ambulation and gait training, various therapy agents and modalities used in physical therapy, and specialized clinical procedures. This lesson also covers job hunting skills for the physical therapy aide.



Management Practices and Principles

Unit 15

In Lesson 15, you will read about professional development and medicolegal ethics. Attitude, self esteem, professional attire, and grooming are all topics presented in this lesson. Also, business etiquette; verbal and nonverbal communication; proper introductions; and continuing education will be discussed. You will read about ethics in healthcare, codes of ethics, and the purpose of healthcare records. Important information about making corrections, timeliness, and confidentiality are explored in this lesson. This lesson also presents the HIPAA guidelines, discussing the Privacy and Security Rules, Protected Health Information, access control, deidentified information, and work area security.

Time and Stress Management

Unit 16

This lesson discusses how to minimize stress and maximize productivity in your personal and professional life by analyzing your values, habits, and daily interruptions. Multiple worksheets and exercises are included, as well as valuable tips for prioritizing and setting goals.



How to Find A Job In Healthcare

Unit 17

Lesson 17 focuses on finding a job as a physical therapy aide. you will learn about job search correspondence such as writing resumes and cover letters, and how to conduct a job search including networking, online searches, and proactive job search techniques. you will learn how to prepare for an interview, including what to wear, what to expect, common questions that you might be asked, questions that you should ask, and how to follow up after the interview.