

Physical Therapist Assistant Program



Program Handbook 2022-2024

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Table of Contents

WELCOME AND INTRODUCTION 4

PHYSICAL THERAPIST ASSISTANT PROGRAM OVERVIEW..... 5

SECTION I: PROGRAM OF LEARNING 8

IECC MISSION / VISION / VALUES 8

PTA PROGRAM MISSION..... 8

PTA GOALS AND OUTCOMES..... 8

COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION (CAPTE)..... 9

NATIONAL PHYSICAL THERAPY EXAMINATION 10

CORE PROGRAM FACULTY 10

WVC ADVISORS 10

APPLICATION REQUIREMENTS..... 11

REQUIREMENTS AFTER ACCEPTANCE INTO PROGRAM 12

PLAN OF STUDY BY TERM..... 13

PROGRAM COSTS 14

NELNET 17

LICENSING..... 17

DISABILITY SUPPORT SERVICES 17

NONDISCRIMINATION STATEMENT 17

STUDENT LOAD 19

CLINICAL EDUCATION/SITES..... 20

SECTION II: ETHICS/CONDUCT AND RESONSIBILITIES..... 22

APTA AND IPTA STUDENT MEMBERSHIPS..... 22

LIABILITY INSURANCE..... 22

APTA POLICY ON THE EDUCATION AND UTILIZATION OF THE PTA..... 22

STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT 23

CORE VALUES FOR THE PT AND PTA..... 25

STUDENT RESPONSIBILITIES 27

LECTURE RESPONSIBILITIES..... 27

LAB RESPONSIBILITIES..... 27

CLINICAL RESPONSIBILITIES 28

ACCEPTABLE STUDENT LABORATORY CLINICAL APPEARANCE..... 28

UNACCEPTABLE OCCURENCES 29

ATTENDANCE..... 30

HIPAA PRIVACY EDUCATION..... 31

FERPA - STUDENT RECORDS AND CONFIDENTIALITY 32

DRUG AND ALCOHOL POLICIES 32

CRIMINAL HISTORY POLICY 33

CHANGE OF PERSONAL INFORMATION 33

STUDENT REPRESENTATION 33

ACADEMIC DISHONESTY	33
STANDARD PRECAUTIONS.....	34
HAZARDOUS MATERIALS	34
SECTION III: PROGRAM GRADING & PROGRESSION	35
PTA PROGRAM GRADING POLICIES & RUBRICS	35
CLINICAL REMEDIATION POLICY	36
STANDARDS FOR PROGRESSION AND GRADUATION	36
WITHDRAWAL PROCEDURE	36
DISMISSAL.....	36
GRIEVANCE PROCEDURES.....	37
AUDITING OF PTA COURSES	38
READMISSION	38
TRANSFERING	39
TRANSCRIPTS.....	40
PTA PROGRAM EVALUATION	40
SECTION IV: CAMPUS RESOURCES & POLICIES	41
ELECTRONIC DEVICES	41
BUILDINGS AND CAMPUS MAP	41
CALENDER AND INCLEMENT WEATHER DISMISSAL	42
EMERGENCY ALERTS	42
ENTRATA	42
LABORATORY ACCESS.....	42
ACADEMIC SUCCESS CENTER	42
LEARNING RESOURCE CENTER.....	43
ADDITIONAL IECC POLICIES.....	43
SECTION V: FORMS.....	46
AUTHORIZATION TO RELEASE INFORMATION FORM.....	46
RELEASE OF LIABILITY FORM.....	47
STUDENT LABORATORY INFORMED CONSENT FORM.....	48
STATEMENT OF UNDERSTANDING BACKGROUND CHECK AND DRUG SCREENING FORM	49
STATEMENT OF UNDERSTANDING REGARDING SOCIAL NETWORKING FORM	50
STATEMENT OF UNDERSTANDING REGARDING IECC ACADEMIC DISHONESTY POLICY	51
STUDENT EXHIBIT PERMISSION FORM	52
STUDENT RELEASE FORM FOR PROMOTIONAL/EDUCATIONAL PURPOSES	53
STUDENT TECHNOLOGY REQUIREMENT FORM	54
PHYSICAL THERAPIST ASSISTANT STUDENT HANDBOOK REVIEW VERIFICATION FORM.....	55
ANECDOTAL/ATTENDANCE COUNSELING RECORD	56
APPENDIX	59

WELCOME AND INTRODUCTION

Welcome to Illinois Eastern Community Colleges - Wabash Valley College Physical Therapist Assistant Associate in Applied Science Degree Program. The Physical Therapist Assistant (PTA) Student Handbook has been developed to assist you in accessing information regarding your status in the Wabash Valley College (WVC) PTA Program. It is important that you read the college catalog for applicable policies and procedures in addition to the student code of conduct and this handbook. The expectation is that you adhere to the policies and guidelines found in these documents. The College reserves the right to change policies and guidelines as needed to facilitate program and student outcomes. You will be informed, in writing, of any changes that occur, as you progress through the program. The PTA Student Handbook should not be considered comprehensive; Sources such as the Illinois Eastern Community Colleges Catalog and WVC Student Handbook are available resources as well.

The Illinois Community College Board (ICCB) has approved Illinois Eastern Community Colleges – Wabash Valley College Associate Physical Therapist Assistant Program. Illinois Eastern Community Colleges is accredited by the Higher Learning Commission (HLC). The Higher Learning Commission is recognized by the U.S. Department of Education and the Council on Higher Education Accreditation. Wabash Valley College of Illinois Eastern Community Colleges is seeking accreditation by Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call 312-850-7021 or email edicapo@ccc.edu.

Associate in Applied Science Degree

Upon successful completion of the second year of PTA Program, the graduate receives an Associate in Applied Science (AAS) Degree in Physical Therapist Assisting and is eligible to write the Federation of State Boards of Physical Therapist Assistant (FSBPT) PTA Exam and apply for licensure as a Physical Therapist Assistant. FSBPT: 124 West Street South, 3rd Floor, Alexandria, VA 22314; Phone (703)299-3100; Fax: (703)299-3110

It is our hope that your time in the PTA Program will be fulfilling and productive, with the support of WVC and PTA Faculty. The faculty and staff welcome you, and look forward to helping you achieve your goal of becoming a PTA.

Lisa Hoipkemier, PT, DPT, NCS
Program Director
Physical Therapist Assistant Program
Phone: 618-263-5548
Fax: (618) 262-8647
Email: hoipkemierl@iecc.edu

Kinsey Whitaker PT, DPT, GCS
Academic Coordinator of Clinical Education
Physical Therapist Assistant Program
Phone: (618) 263-5107
Fax: (618) 262-8647
Email: whitakerk@iecc.edu

Wabash Valley College Main phone: 618-262-8641

PHYSICAL THERAPIST ASSISTANT PROGRAM OVERVIEW

Required Capabilities

Students enrolled in the IECC-Wabash Valley College PTA Program must possess the physical and psychological capabilities required to meet the classroom and clinical objectives of the curriculum. Curriculum objectives require students to have cognitive, psychomotor, and affective abilities that ensure safe patient care within the scope of PTA practice. It is IECC policy to provide reasonable accommodations to students with disabilities. If the student would like to request academic support services, he/she needs to contact the PTA Program Director or the WVC Academic Success Center.

The PTA program is a rigorous and intense program of study including classroom, laboratory, and clinical education experiences. While the course schedule will vary each semester, in general each student should not schedule outside activities or commitments Monday-Friday from 8am-6pm. On average, students can expect 3 full days of class and 2 half days each semester. It is strongly recommended that students take advantage of half days for additional on campus study groups or supervised open laboratory practice time. For every hour spent in class, it is estimated that the student will need to spend 2 hours studying outside of class. Students who encounter difficulty with studies in the PTA program and support courses are encouraged to seek the help of the staff in the ASC.

See the college catalog for a more detailed description of services available to students.

Outside Employment

Because of the rigorous nature of the PTA Program, it is strongly advised that the student not engage in part-time work unless absolutely necessary. It is ultimately the student's decision whether and how much to work. Students should be advised that the course, clinical and lab schedules will not be altered to accommodate a student's employment schedule. Please do not ask faculty to arrange classes or clinicals around your outside employment.

Essential Physical and Psychological Performance Requirements of the Physical Therapist Assistant

The following list contains information regarding essential technical standards outlining the physical abilities and behavioral characteristics necessary for the student to successfully participate in and complete the physical therapist assistant program. These standards are not conditions of admission but reflect the performance abilities and characteristics necessary to successfully complete requirements for physical therapy patient care.

The student should carefully look over the technical standards for the program and ask questions if not familiar with the activities or functions listed. The student must decide if he or she has any limitations that may restrict or interfere with satisfactory performance of any of the requirements. It is ultimately the student's responsibility to meet these essential performance requirements if accepted into the physical therapist assistant program. The student should consult with the Program Director or the Academic Coordinator of Clinical Education to discuss any individual situation if he or she may not be able to meet these essential performance requirements.

HEARING – A student must be able to hear and understand patients and staff. Student must be able to assess and monitor patient sounds.

- Communicate and interact with patients, staff, and families from a variety of cultural backgrounds.
- Follow verbal instructions.
- Use a stethoscope to hear heart and breath sounds.
- Detect and discriminate between sounds of normal conversation.
- Hear percussion sounds during patient assessment.
- Ability to hear sounds and distinguish a variety of equipment alarms.

VISION – A student must be able to monitor and assess patient and equipment function; to provide safe and effective physical therapy care.

- Read written instructions and orders.
- Read fine print, monitors, and gauges.
- Differentiate color/character of sputum for signs/nature of infection/disease.
- Chart (write) procedures and observations legibly in a permanent medical record.
- Ability to see and distinguish a variety of equipment visual alarms.
- Ability to observe demonstrations and patients close up and at a distance to learn skills and to gather patient data (e.g., observe a patient's gait, appearance, posture, etc.).

TACTILE – A student must be able to assess patient's response to therapy tactilely.

- Distinguish textures, degrees of firmness. Temperature differences, pulse rate, vibrations and strength.

MOBILITY – A student must be mobile and strong enough to support and move patients. Student should be able to work remaining in a standing position for 60 – 120 minutes able to move quickly from place to place to perform patient care.

- Support and transfer patients safely from bed to wheelchair and modify patient position in bed.
- Move in and out of treatment areas.
- Respond to emergency situations in a timely manner.
- Reach equipment and parts of patient's body.
- Reach above shoulder height to manipulate equipment.
- Reach below waist level to manipulate equipment.

MOTOR SKILLS (fine and gross) – A student must be able to perform multiple motor tasks simultaneously. Fine and gross motor skills sufficient to handle equipment and provide safe and effective patient care; steady arm and hand movements while manipulating objects or assisting patients.

- Able to lift 60 pounds.
- Operate and manipulate equipment; multiple operations may be required.
- Push/pull hospital beds, transport patients.
- Lift and move patients safely.
- Perform airway management and CPR.

COMMUNICATION – Students must be able to communicate orally and in writing with patients and members of the health-care team.

- Read and comprehend written material in English.
- Adept at using a computer, be able to learn to use electronic medical records and be able to navigate and effectively use learning management system.

INTELLECTUAL AND COGNITIVE ABILITIES – Students must be able to measure, calculate, reason, analyze, synthesize, integrate, and apply information. Problem solving, a clinical skill required of therapist assistant, requires all these intellectual abilities.

BEHAVIORAL AND SOCIAL ATTRIBUTES – Students must possess the emotional health required to use their intellectual abilities fully.

- Exercise good judgment.
- Promptly complete all responsibilities attendant to patient care.
- Develop mature, sensitive and effective relationships with patients and other healthcare workers.
- Tolerate physically taxing workloads and to function effectively under stress.
- Adapt to changing environments.
- Display flexibility.
- Learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients.
- Demonstrate compassion, integrity, concern for others, interpersonal skills, interest and motivation.

- Students in the PTA Program must comply with clinical affiliate requirements. These include up-to-date proof of student health insurance, immunizations (requirements may vary per Clinical Site Requirements), current health physical, CPR and First Aid certification, satisfactory background check, drug screening, HIPAA Confidentiality form, and complete skills competency checks. (Immunizations Typically Required: Hepatitis B, MMR, Varicella, Influenza, TDAP; additional vaccinations may be required depending on clinical site requirements.) Students must meet the criteria of each clinical site used by the program. Students who do not meet the criteria of assigned clinical facilities may be dismissed from the program.

*Student must be able to demonstrate all the above with reasonable accommodations.

SECTION I: PROGRAM OF LEARNING

IECC MISSION / VISION / VALUES

Mission

Our Mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

Vision

Illinois Eastern Community Colleges is an institution that engages, challenges, and supports faculty and students as they pursue excellence in teaching and learning. We place the needs of our students at the center of our decision-making and will continue to be an organization committed to excellence, innovation, and continuous improvement.

Values

These values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and seek to embody these values:

- ❖ **Stewardship.** Accepting our responsibility to be good stewards of the public trust, we will sensibly use our financial, human, and physical resources to achieve our mission.
- ❖ **Responsibility.** Encouraging personal growth and learning through leadership, citizenship, and accountability.
- ❖ **Integrity.** Providing an environment where people are encouraged and empowered to do the right thing in their work and interactions with others.
- ❖ **Respect.** Recognizing and appreciating our similarities and our differences, we demonstrate mutual regard for others through our words and actions.
- ❖ **Accessibility.** Providing access to a high-quality college education for everyone who seeks one, while providing the support needed to facilitate attainment of academic and professional goals.

PTA PROGRAM MISSION

The Wabash Valley College (WVC) **PTA program's mission** is “to develop knowledgeable and competent physical therapist assistant professionals to go out and positively influence the community's health under the supervision of a physical therapist in a safe, legal, and ethical manner. WVC will seek to provide students educational and collaborative opportunities to develop a racially, socially, and culturally sensitive professional, who seeks life-long learning and a fulfilling career.”

PTA GOALS AND OUTCOMES

The PTA faculty have developed goals in line with contemporary physical therapy education to achieve program outcomes and accomplish our mission.

The WVC Physical Therapist Assistant Program should:

1. Develop graduates who demonstrate competency in all entry-level physical therapy assistant skills.
2. Provide educational experiences through didactic, simulation, and clinical learning experiences to produce ethical, legal, and skillful graduates required by physical therapy profession.
3. Engage in community outreach programs that promote the profession of physical therapy and enhance the well-being of the community.

Outcomes for the Physical therapy Assistant Program:

1. The PTA program will provide assessment of all competencies expected of an entry-level physical therapist assistant prior to graduation.
2. The PTA program will provide the student with interactive lab and inpatient and outpatient clinical experience across the lifespan development.
3. The PTA program will be involved in community programs and disperse health information to the community yearly.
4. PTA program will host continuing education courses annually for physical therapy profession.

Upon graduation from WVC's PTA Program, the graduate should:

1. Effectively apply the knowledge and skills attained during the program on the Physical Therapy Assistant licensure exam for passing certification by the American Board of Physical Therapy.
2. Function proficiently as an entry-level physical therapist assistant under the supervision of a licensed physical therapist.
3. Be gainfully employed as a PTA within a year of graduation.
4. Continue professional learning and development for ongoing improvement of patient-care skills and service delivery as a physical therapist assistant.

Outcomes for the Graduate of the PTA Program:

1. The graduate will pass the licensure exam by the American Board of Physical therapy by the 2nd attempt if not on the first.
2. The student will demonstrate passing competency following each clinical experience as determined by the PTAMACS assessment tool.
3. 95% of the graduates will report employment as a PTA within the 1st year following graduation.
4. 80% of the graduates will seek out involvement in the APTA and continuing education opportunities

The faculty of WVC's Physical Therapist Assistant Program should:

1. Foster a work environment that encourages student learning, demonstrates creativity and uniqueness, and embraces diversity.
2. Utilize the resources available at the college to improve their understanding of the community college, the diversity of the student body, and curriculum development.
3. Engage in community service, institutional service, and profession service in pursuit of tenure and faculty rank.

Outcomes for the Faculty of the PTA program:

1. The faculty will utilize technology, patient models, and integrated student experience to facilitate student learning, creativity, uniqueness, and diversity.
2. Faculty will stay current with APTA membership in order to progress and develop professionally and as an educator of the profession.
3. Faculty will demonstrate collaboration within the Allied Health Professions and other educational faculty in the community college to promote education.

COMMISSION ON ACCREDITATION IN PHYSICAL THERAPY EDUCATION (CAPTE)

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

WVC is seeking accreditation of a new physical therapist assistant education program from CAPTE. On March 1, 2022, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is

required prior to implementation of the [professional/technical] phase of the program; therefore, no students may be enrolled in professional courses until Candidate for Accreditation status has been achieved.

NATIONAL PHYSICAL THERAPY EXAMINATION

The Illinois Department of Financial and Professional Regulation (IDFPR) is the state licensing authority for physical therapist assistants. The National Physical Therapy Examination is one part of the evaluation process used by licensing authorities. The NPTE is administered by the Federation of State Boards of Physical Therapy. You must pass the NPTE if you are seeking to become a licensed physical therapist or physical therapist assistant in the United States.

CORE PROGRAM FACULTY

Lisa Hoipkemier, PT, DPT, NCS — Program Director

Dr. Lisa Hoipkemier was employed in 2020 as the Program Director for WVC's Physical Therapist Assistant program. Prior to this, she practiced as a PT in a variety of settings from inpatient to acute inpatient rehabilitation, outpatient clinics, and in-home early intervention. She is a certified clinical instructor and has had many students in the clinic, which is where her love for teaching and sharing the passion of physical therapy with future professionals first began.

Lisa received her Doctorate of Physical Therapy from Indiana University - Purdue University and went on to become a Board-Certified Clinical Specialist in Neurologic Physical Therapy. She is currently working toward her EdD degree through St. Augustine University. Lisa states "the reward of seeing your patient take those first steps after a severely debilitating injury, and the joy on his or her face drives you to keep going to help them achieve their goals." Lisa is passionate about the Physical Therapy profession and sharing the thrill of seeing patients achieve their goals with other future professionals.

Contact Information: 618-263-5548 or hoipkeimerl@iecc.edu

Kinsey Whitaker, PT, DPT, GCS — Academic Coordinator of Clinical Education

Dr. Whitaker's work experience includes 13 years as a physical therapist working in outpatient, acute care, inpatient rehab, home health care, and skilled nursing facility settings. Dr. Whitaker has taught American Heart Association CPR classes for workplaces and healthcare facilities and has experience teaching in PTA Education. She currently teaches Medical Terminology, Health, Kinesiology & Sport, Psychological Aspects of Aging, and Pharmacology. Within the Physical Therapist Program, Dr. Whitaker teaches PTA Clinical Processes, Field Experience for the PTA, Multiple System Rehabilitation, and Clinical Experiences I, II, and III.

Dr. Whitaker believes the academic environment must provide students the opportunity to build awareness of and appreciation for multiple styles of thinking and diverse values and social concepts that will help students to identify, redefine, and fulfill their responsibilities to the clients, patients, profession, and society. She enjoys volunteering through her church, local hospital, and in the community to serve others and promote the profession of physical therapy. When not in the classroom, practicing physical therapy, or serving the community, Dr. Whitaker enjoys spending time with her husband and sons; they enjoy playing outdoors, cooking, and being with family. She enjoys most the opportunity to spend time with her children at parks, libraries, museums, aquariums, and zoos.

Professor Whitaker finds that the best part of being a physical therapist is that you get to know your patients on a personal level and help them achieve their goals and maximal independence in their daily life, work, sports, or hobbies. The best part of teaching is getting to know all the students and shaping the future Physical Therapist Assistants.

Contact Information: 618-263-3433 or whitakerk@iecc.edu

WVC ADVISORS

Tim Zimmer, Director of Academic Advising

MAIN HALL (MA 117) STUDENT SERVICES DEPARTMENT

Tim has been advising students for IECC since 1996 and at WVC since 1998. He oversees the advising program of the College. He is the senior academic advisor in the IECC District. Tim holds an Associate in Science degree from Wabash Valley College and a Bachelor of Science degree in Advanced Technical Studies from Southern Illinois University at Carbondale. He is also an Illinois Concealed Carry Firearms Instructor for the College. A United States Air Force veteran, Tim served over 7 years on active duty and another 16 years with the Air National Guard retiring as a Lt. Colonel in 2012.

Contact Tim at 618-263-5024 or zimmert@iecc.edu.

Patrick Harris, Coordinator of Career Advisement

CAREER AND TECHNICAL EDUCATION / ATHLETICS

MAIN HALL (MA 116) STUDENT SERVICES DEPARTMENT

Patrick has been advising students at WVC since 2018. He assists in advising, assessing, registration and placement of students into career and technical education programs. Patrick holds a Bachelor of Science degree in Social Science/Secondary Education from the University of Southern Indiana and a Master of Arts degree in Education/Sports Leadership and Coaching from West Liberty University. Patrick also serves as the WVC Women's Head Soccer Coach.

Contact Patrick at 618-263-5025 or harrisp@iecc.edu.

Tayna Smith, Academic Counselor

TRIO STUDENT SUPPORT SERVICES

MAIN HALL (MA 115) STUDENT SERVICES DEPARTMENT

Tayna has been advising students at WVC since 2004. Tayna counsels students in the TRIO Student Support Services program in order to provide opportunities for academic development, assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. Tayna holds a Bachelor of Science degree in Management from Park University and is a veteran of the United States Air Force.

Contact Tayna at 618-263-5041 or smithta@iecc.edu.

Brittany Biddle, Retention Coordinator

MAIN HALL (MA 114) STUDENT SERVICES DEPARTMENT

Brittany has served as a Retention Coordinator at WVC since 2022. She holds a Bachelor of Science degree in Social Work from Bridgewater State University. Brittany previously served as a CDO Support Broker/Case Manager, assisting individuals with intellectual and developmental disabilities. Brittany has a passion for helping and aiding those in need.

Contact Brittany at 618-263-5013 or biddleb@iecc.edu .

APPLICATION REQUIREMENTS

Qualified applicants are ranked for admission to the WVC Physical Therapist Assistant program based on a composite score derived from the Test of Essential Academic Skills (TEAS) exam and GPA of specific high school science, social science, and mathematics courses or college level program support courses.

1. Complete an application to Wabash Valley College by deadline to be ranked for the fall semester. (Contact student services for this date.)
2. Verify residency.
3. Submit Transcripts:
 - Official High School or GED equivalent
 - Official transcripts from all post-secondary institutions
4. Have achieved a minimum cumulative GPA of 2.5 for all college level courses, or if no college coursework has been completed, a cumulative high school GPA of 2.5. Students making application for the same year they graduate from high school must have a 2.5 GPA at the end of the first semester of their senior year to be eligible to apply.

NOTE: Grades of F in college level courses from institutions outside of Illinois Eastern Community Colleges may be eligible for a grade forgiveness process for ranking purposes for

acceptance into the PTA program. The grade forgiveness affects cumulative GPA for ranking purposes only. This grade forgiveness would be done manually and only one time and would not affect the applicant's official cumulative grade point average.

5. Sign up for and take the TEAS exam. To register for the TEAS exam, please visit <https://atitesting.com/teas/register>. When registering for the TEAS exam, please select Allied Health for your program type.
6. Submit results of the TEAS exam; the following guidelines apply:
Applicants to the WVC Physical Therapy Assistant program must take the Test of Essential Academic Skills (TEAS) exam prior to the ranking deadline. The TEAS exam may be taken up to two (2) times per ranking period. Prior test scores may be used for ranking for admission consideration if the test was taken within 36 months of the ranking deadline. If the prior exam was more than 36 months before the ranking deadline, a new test shall be required. The cost of testing will be paid by the student.
 - Official copies of TEAS test results must be submitted by the deadline. (Contact student services for this date.)
 - The TEAS exam may be taken up to two (2) times per ranking period.
 - Prior TEAS test scores may be used for ranking for admission consideration if the test was taken within 36 months of the ranking deadline. If the prior exam was more than 36 months before the ranking deadline, a new test shall be required.
 - If the TEAS is taken at another institution, it is the student's responsibility to have test scores submitted to Wabash Valley College.
 - Applicants should contact the PTA program director for acceptance updates after taking the TEAS exam.
 - The cost of testing will be paid by the student.
7. All prospective students must review the PTA Program Handbook.

REQUIREMENTS AFTER ACCEPTANCE INTO PROGRAM

1. Secure his/her position in the class by contacting the Program Director in writing stating his/her intention to begin the program. If the letter of intent is not received by the date indicated, an alternate student will be admitted to the program. Failure to start the program results in a loss of acceptance for admission status.
2. Meet with Program Director at the scheduled time to review program requirements, receive appropriate forms, and ask questions regarding PTA program requirements/policies. The student will be contacted by mail at the address of record in reference to scheduling an advisement/registration appointment. Failure to meet with Program Director will result in forfeiture of the student's acceptance in the program, and an alternate student will be admitted to the program.
3. Complete physical exam and required immunizations. (Fees paid by the student.) Forms are distributed to students by Program Director.
4. Complete a satisfactory criminal background check as designated by the program by May 1*. (Fees paid by the student.)
5. Complete drug screening as designated by the program*. (Fees paid by the student.)
6. Purchase uniforms, lab jackets, and shoes during the first semester of the program.

***An unsatisfactory background check and/or positive drug screening test will negate program admission.**

PLAN OF STUDY BY TERM

First Semester

HEA 1202 Community Health First Aid	2-2-0	Instructor Dr. Hoipkemier
HEA 1225 Introduction to Medical Terminology	3-3-0	Dr. Whitaker
LSC 2111 Human Anatomy & Physiology I	4-3-2	Dr. Gill
PSY 1101 General Psychology	3-3-0	Gen Ed Faculty
PTA 1203 PTA Clinical Processes	3-2-2	Dr. Whitaker
PTA 1221 PTA Pathophysiology	3-3-0	Dr. Hoipkemier

Second Semester

ENG 1111 Composition I	3-3-0	<i>Gen Ed Faculty</i>
LSC 2112 Human Anatomy & Physiology II	4-3-2	Dr. Gill
PTA 1205 Patient Care Interventions	4-2-4	Dr. Hoipkemier
PTA 1206 Functional Anatomy & Biomech.	3-2-2	Dr. Hoipkemier
PTA 1210 Field Experience for the PTA	V3-2-2	Dr. Whitaker

Third Semester

PTA 1211 Clinical I	4-0-8	Dr. Whitaker
PTA 2202 Musculoskeletal Therapy	5-3-4	Dr. Hoipkemier
PTA 2210 Multiple System Rehabilitation	5-3-4	Dr. Whitaker

Fourth Semester

PTA 2211 Neuromuscular Rehabilitation	4-2-4	Dr. Hoipkemier
PTA 2249 Clinical II	8-0-16	Dr. Whitaker

Fifth Semester (Summer)

GEN 2297 Employment Skills	V2-2-0	Dr. Hoipkemier
PTA 2250 Clinical III	8-0-16	Dr. Whitaker

5-3-4 (Credit Hours- Lecture Contact Hours- Lab Contact Hours)

PROGRAM COSTS

Students are encouraged to speak to a financial aid advisor each semester to discuss their options for financing their education. More information about financial aid can be found on the Financial Aid Webpage: <https://www.iecc.edu/financial>

The following cost sheet is representative of a student whose residency status is In-district. Other tuition rates can be found [here](#). Transportation, housing, and meals during clinical affiliations are the students' responsibility.

PROGRAM COSTS - D346 PTA AAS DEGREE 2022-2023 IN-DISTRICT STUDENTS

All Costs Are Approximate and Subject to Change
This cost sheet does not include costs associated with PTA licensing upon completion of the program.

FIRST YEAR

<u>Fall Semester</u>	<u>Books</u>		
Tuition per semester hour:	\$ 100.00	Tuition Total:	\$ 1,800.00
HEA 1202 Community Health First Aid	Credit hours: 2		
HEA 1225 Intro to Medical Terminology	Credit hours: 3	\$ 96.00	
LSC 2111 Human Anatomy & Physiology I	Credit hours: 4	\$ 173.25	
PSY 1101 General Psychology	Credit hours: 3	\$ 115.00	
PTA 1203 PTA Clinical Processes	Credit hours: 3	\$ 148.45	
PTA 1221 PTA Pathophysiology	Credit hours: 3	\$ 74.36	
Book Total		\$	625.06
Maintenance Fee (per semester hour)	\$ 15.00	\$	270.00
Student Support Fee (per semester hour)	\$ 12.00	\$	216.00
Technology Fee (per semester hour)	\$ 5.00	\$	90.00
Activity Fee (per semester (fall/spring) when over 6 cr hrs)		\$	60.00
Facilities Usage Fee (per semester when over 6 cr hrs)		\$	5.00
iPad/Maintenance Agreement*		\$	503.55
Liability Insurance Fee		\$	15.00
LSC 2111 Science Lab Fee		\$	10.00
PTA 1203 Course Lab Fee		\$	20.00
Testing Fee*		\$	67.30
EXXAT Software*		\$	100.00
APTA Student Membership		\$	80.00
Background Check		\$	65.00
Health Physical Exam and Immunizations		\$	300.00
Flu Vaccine		\$	35.00
Drug Screening		\$	29.00
Uniforms, shoes, watch, supplies		\$	200.00
ID Badges		\$	10.00
	Total for 1st Year/Fall Semester:	\$	4,500.91

*Actual cost at IECC District contract price

Spring Semester

		<u>Books</u>		
Tuition per semester hour	\$ 100.00		Tuition Total:	\$ 1,700.00
ENG 1111 Composition I	Credit hours: 3	\$ 122.75		
LSC 2112 Human Anatomy & Physiology II	Credit hours: 4	\$ 173.55		
PTA 1205 Patient Care Intervention	Credit hours: 4	\$ 94.95		
PTA 1206 Functional Anatomy & Biomech	Credit hours: 3	\$ 81.95		
PTA 1210 Field Experience for the PTA	Credit hours: 3	0		
Book Total			\$	473.20
Maintenance Fee (per semester hour)	\$ 15.00		\$	255.00
Student Support Fee (per semester hour)	\$ 12.00		\$	204.00
Technology Fee (per semester hour)	\$ 5.00		\$	85.00
Activity Fee (per semester (fall/spring) when over 6 cr hrs)			\$	60.00
Facilities Usage Fee (per semester when over 6 cr hrs)			\$	5.00
LSC 2112 Science Lab Fee			\$	10.00
PTA 1205 Course Lab Fee			\$	20.00
PTA 1206 Course Lab Fee			\$	20.00
PTA 1210 Course Lab Fee			\$	20.00
Total for 1st Year/Spring Semester:			\$	2,852.20

1st Year Costs: \$ 7,353.11**SECOND YEAR****Fall Semester**

		<u>Books</u>		
Tuition per semester hour	\$ 100.00		Tuition Total:	\$ 1,400.00
PTA 1211 Clinical I	Credit Hours: 4	0		
PTA 2202 Musculoskeletal Therapy	Credit Hours: 5	\$ 240.85		
PTA 2210 Multiple System Rehabilitation	Credit Hours: 5	\$ 139.90		
Book Total			\$	380.75
Maintenance Fee (per semester hour)	\$ 15.00		\$	210.00
Student Support Fee (per semester hour)	\$ 12.00		\$	168.00
Technology Fee (per semester hour)	\$ 5.00		\$	70.00
Activity Fee (per semester (fall/spring) when over 6 cr hrs)			\$	60.00
Facilities Usage Fee (per semester when over 6 cr hrs)			\$	5.00
Liability Insurance Fee			\$	15.00
PTA 1211 Clinical Fee			\$	20.00
PTA 2202 Course Lab Fee			\$	20.00
PTA 2210 Course Lab Fee			\$	20.00
Testing Fee*			\$	67.30
EXXAT Software*			\$	100.00
APTA Student Membership			\$	80.00
Flu Vaccine			\$	35.00
Total for 2nd Year/Fall Semester:			\$	2,651.05

*Actual cost at IECC District contract price

Spring Semester

		<u>Books</u>		
Tuition per semester hour	\$ 100.00		Tuition Total:	\$ 1,200.00
PTA 2211 Neuromuscular Rehabilitation		Credit hours: 4 \$ 79.96		
PTA 2249 Clinical II		Credit hours: 8 0		
Book Total			\$	79.96
Maintenance Fee (per semester hour)	\$ 15.00		\$	180.00
Student Support Fee (per semester hour)	\$ 12.00		\$	144.00
Technology Fee (per semester hour)	\$ 5.00		\$	60.00
Activity Fee (per semester (fall/spring) when over 6 cr hrs)			\$	60.00
Facilities Usage Fee (per semester when over 6 cr hrs)			\$	5.00
PTA 2211 Course Lab Fee			\$	20.00
PTA 2249 Clinical Fee			\$	20.00
				<hr/>
			Total for 2nd Year/Spring Semester:	\$ 1,768.96

Summer Semester

		<u>Books</u>		
Tuition per semester hour	\$ 100.00		Tuition Total:	\$ 1,000.00
GEN 2297 Employment Skills		Credit hours: 2 \$ 149.95		
PTA 2250 Clinical III		Credit hours: 8 0		
Book Total			\$	149.95
Maintenance Fee (per semester hour)	\$ 15.00		\$	150.00
Student Support Fee (per semester hour)	\$ 12.00		\$	120.00
Technology Fee (per semester hour)	\$ 5.00		\$	50.00
Facilities Usage Fee (per semester when over 6 cr hrs)			\$	5.00
PTA 2250 Clinical Fee			\$	20.00
Graduation Fee			\$	30.00
				<hr/>
			Total for 2nd Year/Summer Semester:	\$ 1,494.95

2nd Year Costs: \$ 5,914.96

Total Estimated Cost for the PTA Program: \$ 13,268.07

NELNET

Nelnet Business Solutions is IECC's authorized payment system to pay tuition, fees, or other charges on account. Tuition and fees may be paid online through Entrata via Nelnet, by mail, by phone or in person at the WVC [Business Office](#). Credit cards accepted include MasterCard, Visa, and Discover. Contact the WVC Business Office, 618-262-8641 ext. 3132 or toll free at 866-982-4322 ext. 3132.

LICENSING

This program of study prepares students to seek a professional licensure or certification in the state of Illinois and may not meet all requirements for other states. Refer to the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure for more information. Upon successful completion of this program, graduates are eligible to take the National PTA Exam to become certified physical therapist assistants. The aim of the program is to prepare graduates to work under the supervision of licensed physical therapists in a variety of settings, including hospitals, rehabilitation centers, sports medicine clinics, nursing homes, extended care units, home health agencies, and school systems. Students must [apply using the correct forms](#) or [apply online](#) and pay any fees to the Illinois Department of Financial and Professional Regulation.

DISABILITY SUPPORT SERVICES

IECC is committed to maintaining an inclusive and accessible environment in compliance with the Americans with Disabilities Act (ADA) of 1990, its amendments, and Section 504 of the Rehabilitation Act of 1973, as amended.

Support is available in the form of accessible facilities, individualized plans, and reasonable accommodations to students who meet the requirements of a person with a disability. A disability requiring additional staff or funding, contractual arrangements through an outside vendor, or structural modifications (such as adaptive or assistive technology) may require several weeks to be arranged. To receive appropriate accommodations in your classes and to learn more about IECC's disability support services visit: <https://www.iecc.edu/ada>.

NONDISCRIMINATION STATEMENT

Illinois Eastern Community Colleges District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. Illinois Eastern Community Colleges adheres to the Federal Regulations of the Americans with Disabilities Act of 1990 and offers appropriate services or activities with reasonable accommodations to any qualified disabled individual upon requests.

IECC does not discriminate in any of its education programs and offerings, or in any of the activities offered or operated by the District and its Colleges. Visit <https://www.iecc.edu/nondiscrimination> for more information.

To report a discrimination complaint or to inquire for more information, contact:

Libby McVicker
Title IX/ADA Coordinator
320 East North Avenue
Noble, IL 62868
618-393-7508 or 618-393-3491
mcvickero@iecc.edu

Inquiries may also be made directly to the U. S. Department of Education, Office for Civil Rights:
Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison St., Suite 1475
Chicago, IL 60661-4544
312-730-1560
OCR.Chicago@ed.gov

ILLINOIS EASTERN COMMUNITY COLLEGES
ASSOCIATE DEGREE PHYSICAL THERAPIST ASSISTANT PROGRAM

STUDENT LOAD

Year 1

Fall Year 1	Credit – Lecture - Lab	Spring Year 1	Credit – Lecture - Lab
HEA 1202 – Community Health First Aid	2-2-0*	PTA 1205- Patient Care Interventions	4-2-4
HEA 1225 – Introduction to Medical Terminology	3-3-0	PTA 1206- Functional Anatomy & Biomechanics	3-2-2
PTA 1203- PTA Clinical Processes	3-2-2	PTA 1210Field Experience for the PTA	3-2-2
LSC 2111- Human Anatomy & Physiology I	4-3-2	ENG 1111- Composition I	3-0-0
PSY 1101- General Psychology	3-0-0	LSC 2112- Human Anatomy & Physiology II	4-3-2
Student Load	18-13-4		17-9-10

*(2-2-0) Total Credit Hours – Theory Contact Hours – Lab Contact Hours

Year 2

Fall Year 2	Credit – Lecture - Lab	Spring Year 2	Credit – Lecture - Lab
PTA 1211- Clinical I	4-0-8	PTA 2211- Neuromuscular Rehabilitation	4-2-4
PTA 2202Multiple Systems Rehab	5-3-4	PTA 2249	8-0-16
PTA 2210- Musculoskeletal Therapy	5-3-4		
Student Load	14-6-16	Student Load	12-2-20

Summer Year 2	Credit – Lecture - Lab
GEN 2297- Employment Skills	2-2-0
PTA 2250 – Clinical III	8-0-16
Student Load	10-2-16

Prerequisite for LSC 2111 is 2 yrs. H.S. Biology, or equivalent, or consent of instructor.

Prerequisite for LSC 2112, is LSC 2111 or equivalent, or consent of instructor.

Prerequisite for LSC 2110 is 2 yrs. H.S. Biology, or LSC 1101 or equivalent, or consent of instructor.

General education courses must be completed before or during the semester they are scheduled.

Students who do not complete the general education courses early or as scheduled will not be allowed to enroll in the next PTA course.

CLINICAL EDUCATION/SITES

The purpose of clinical education is to provide opportunities for students to apply and refine what they have learned in the classroom. With supervision and assistance from a physical therapist/physical therapist assistant clinical instructor, students will work directly with patients, their families, and interdisciplinary health care team in a variety of clinical settings. Each clinical course will require more independence in patient care, communications and decision-making than the course before. By the end of the final clinical course, students will be functioning as an entry level physical therapist assistant.

The Academic Coordinator of Clinical Education (ACCE) will place the student in the clinical assignment and the student will discuss any concerns the student may have. Final determination of clinical placement is established by the ACCE. Costs associated with clinical are the responsibility of the student including clinical attire, travel, lodging, food. Clinical education consists of 40 hours per week for 4-6 weeks. Students will follow the clinical instructor's work schedule.

The PTA program at WVC includes 640 hours of clinical education. We are appreciative of the following facilities for cooperation in the education of our PTA students. (This list is subject to change)

Clinic Name	City	State
Carle Foundation Hospital	Champaign	IL
Carle Richland Memorial Hospital	Olney	IL
Clay County Hospital	Flora	IL
Crawford Memorial Hospital	Robinson	IL
Daviess Community Hospital CORE	Washington	IN
Encompass Health Deaconess Rehab	Newburgh	IN
Evansville Select Rehab	Evansville	IN
Fairfield Memorial Hospital	Fairfield	IL
Fyzical Therapy & Balance Centers	Evansville	IN
Fyzical Therapy & Balance Centers	Mt. Vernon	IN
Good Samaritan Hospital	Vincennes	IN
HTS (Multiple Locations Indiana)	Greenwood	IN
Joyner Therapy Services	Carmi	IL
Joyner Therapy Services	Harrisburg	IL
Joyner Therapy Services	Marion	IL
Lawrence County Memorial Hospital	Lawrenceville	IL
Memorial Hospital & Healthcare Center	Jasper	IN
Premier Healthcare of New Harmony	New Harmony	IN
Progressive Health of Indiana	Evansville	IN
ProRehab Newburgh	Newburgh	IN
ProRehab Advanced Therapy Innovations	Evansville	IN
ProRehab Boonville	Boonville	IN
ProRehab Bowling Green North	Bowling Green	KY
ProRehab Bowling Green South	Bowling Green	KY
ProRehab Effingham	Effingham	IL
ProRehab Evansville East	Evansville	IN

ProRehab Evansville North	Evansville	IN
ProRehab Ferdinand	Ferdinand	IN
ProRehab Haubstadt	Haubstadt	IN
ProRehab Henderson	Henderson	KY
ProRehab Newburgh	Newburgh	IN
ProRehab Newton	Newton	IL
ProRehab Oakland City	Oakland City	IN
ProRehab Owensboro	Owensboro	KY
ProRehab Poseyville	Poseyville	IN
ProRehab Rockport	Rockport	IN
ProRehab TSOS	Evansville	IN
ProRehab Vincennes	Vincennes	IN
R & T Physical Therapy	Norris City	IL
Rehab for Life (3 Locations)	Evansville	IN
Rehabilitation Institute of St. Louis, LLC	St. Louis	MO
Renewal Rehab (3 locations)	Lincolnwood	IL
Rex Rehab (3 Locations)	Skokie	IL
Ridgeview Care Center	Oblong	IL
Select Rehab (Multiple Locations)	Glenview	IL
St. Anthony's Memorial Hospital	Effingham	IL
St. Vincent Ascension	Evansville	IN
Sullivan County Community Hospital	Sullivan	IN
Union Hospital	Terre Haute	IN
Wabash General Hospital	Mt. Carmel	IL
WOVSED (Special Ed Co-op)	Norris City	IL

*Students are expected to attend clinical as assigned by the ACCE. Failure of student to complete requirements of the clinical site and to complete a clinical as assigned (including assigned dates) or withdrawal from a clinical rotation will result in immediate dismissal from the PTA Program.

SECTION II: ETHICS/CONDUCT AND RESONSIBILITIES

APTA AND IPTA STUDENT MEMBERSHIPS

Students are required to join the APTA and IPTA as student members. There are many membership advantages including, but not limited to discounts, aid, insurance benefits, employment resources, access to most current physical therapy research, news, and publications, and much more. Visit <http://www.apta.org/Benefits/Students/> for more information and to become a member. This fee is not covered by financial aid and will be a responsibility of the student.

LIABILITY INSURANCE

Professional Liability Insurance will be secured by IECC on behalf of PTA students; a fee will be charged to the student's account.

APTA POLICY ON THE EDUCATION AND UTILIZATION OF THE PTA

Definition of the Physical Therapist Assistant

The physical therapist assistant is an educated health care provider who assists the physical therapist in the provision of physical therapy. The physical therapist assistant is a graduate of a physical therapist assistant associate degree program accredited by an agency recognized by the Secretary of the United States Department of Education or the Council on Post-Secondary Accreditation.

Utilization of the Physical Therapist Assistant

The physical therapist of record is the person who is directly responsible for the actions of the physical therapist assistant. The physical therapist assistant may perform physical therapy procedures and related tasks that have been selected and delegated by the supervising physical therapist. Where permitted by law, the physical therapist assistant may also carry out routine operational functions, including supervision of the physical therapy aide and documentation of treatment progress. The ability of the physical therapist assistant may modify a specific treatment procedure in accordance with changes in patient status within the scope of the established treatment plan.

The physical therapist assistant must work under the direction and supervision of the physical therapist in all practice settings. When the physical therapist and the physical therapist assistant are not within the same physical setting, the performance of the delegated functions by the physical therapist assistant must be consistent with safe and legal physical therapy practice and shall be predicated on the following factors: complexity and acuity of the patient's needs; proximity and accessibility to the physical therapist; supervision available in the event of emergencies or critical events; and type of setting in which the service is provided. When the physical therapist and the physical therapist assistant are not continuously within the same physical setting, greater emphasis in directing the physical therapist assistant must be placed on oral and written reporting.

When supervising the physical therapist assistant in any off-site setting, the following requirements must be observed:

A qualified physical therapist must always be accessible by telecommunications to the physical therapist assistant while the physical therapist assistant is treating patients.

- The initial visit must be made by a qualified physical therapist for evaluation of the patient and establishment of a plan of care.
- There must be regularly scheduled and documented conferences with the physical therapist assistant regarding patients, the frequency of which is determined by the needs of the patient and the needs of the physical therapist assistant.

In those situations, in which a physical therapist assistant is involved in the care of a patient, a supervisory visit by the physical therapist will be made:

- Upon the physical therapist assistant's request for a reevaluation, when a change in treatment plan of care is needed, prior to any planned discharge, and in response to a change in the patient's medical status.
- At least once a month, or at a higher frequency when established by the physical therapist, in accordance with the needs of the patient.
- A supervisory visit should include:
 - An on-site re-assessment of the patient.
 - An on-site review of the plan of care with appropriate revision or termination.
 - Assessment and recommendation for utilization of outside resources.

STANDARDS OF ETHICAL CONDUCT FOR THE PHYSICAL THERAPIST ASSISTANT

HOD S06-20-31-26 [Amended HOD S06-19-47-68; HOD S06-09-20-18; HOD S06-00-13-24; HOD 06-91-06-07; Initial HOD 06-82-04-08] [Standard]

Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation

for conduct to which all physical therapist assistants shall adhere. Physical therapist assistants are guided by a set of core values (accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility). Throughout the document the primary core values that support specific principles

are indicated in parentheses. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients and clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive. The APTA Guide for Conduct of the Physical Therapist Assistant and Core Values for the Physical Therapist and Physical Therapist Assistant provide additional guidance.

Standards

Standard #1: Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

(Core Values: Compassion and Caring, Integrity)

- 1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.
- 1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapist services.

Standard #2: Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients and clients.

(Core Values: Altruism, Collaboration, Compassion and Caring, Duty)

- 2A. Physical therapist assistants shall act in the best interests of patients and clients over the interests of the physical therapist assistant.
- 2B. Physical therapist assistants shall provide physical therapist interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients and clients.
- 2C. Physical therapist assistants shall provide patients and clients with information regarding the interventions they provide.
- 2D. Physical therapist assistants shall protect confidential patient and client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

Standard #3: Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

(Core Values: Collaboration, Duty, Excellence, Integrity)

- 3A. Physical therapist assistants shall make objective decisions in the patient's or client's best interest in all practice settings.
- 3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapist interventions.
- 3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient and client values.
- 3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.
- 3E. Physical therapist assistants shall provide physical therapist services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient or client status requires modifications to the established plan of care.

Standard #4: Physical therapist assistants shall demonstrate integrity in their relationships with patients and clients, families, colleagues, students, research participants other health care providers, employers, payers, and the public.

(Core Value: Integrity)

- 4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.
- 4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (eg, patients and clients, students, supervisees, research participants, or employees).
- 4C. Physical therapist assistants shall not engage in any sexual relationship with any of their patients and clients, supervisees, or students.
- 4D. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.
- 4E. Physical therapist assistants shall discourage misconduct by physical therapists, physical therapist assistants, and other health care professionals and, when appropriate, report illegal or unethical acts, including verbal, physical, emotional, or sexual harassment, to an appropriate authority with jurisdiction over the conduct.
- 4F. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.

Standard #5: Physical therapist assistants shall fulfill their legal and ethical obligations.

(Core Values: Accountability, Duty, Social Responsibility)

- 5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.
- 5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient and client safety.
- 5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.
- 5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance-related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.
- 5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

Standard #6: Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

(Core Value: Excellence)

- 6A. Physical therapist assistants shall achieve and maintain clinical competence.
- 6B. Physical therapist assistants shall engage in lifelong learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.

- 6C. Physical therapist assistants shall support practice environments that support career development and lifelong learning.

Standard #7: Physical therapist assistants shall support organizational behaviors and business practices that benefit patients and clients and society.

(Core Values: Integrity, Accountability)

- 7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.
- 7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.
- 7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients and clients.
- 7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.
- 7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients and clients

Standard #8: Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

(Core Value: Social Responsibility)

- 8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.
- 8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.
- 8C. Physical therapist assistants shall be responsible stewards of health care resources by collaborating with physical therapists in order to avoid overutilization or underutilization of physical therapist services.
- 8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.

Explanation of Reference Numbers

HOD P00-00-00-00 stands for House of Delegates/month/year/page/vote in the House of Delegates minutes; the “P” indicates that it is a position (see below). For example, HOD PO6 P06-17-05-04 means that this position can be found in the June 2017 House of Delegates minutes on Page 5 and that it was Vote 4.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure

Last Updated: 8/12/2020

Contact: nationalgovernance@apta.org

CORE VALUES FOR THE PT AND PTA

HOD P09-21-21-09 [Amended: HOD P06-19-48-55; HOD P06-18-25-33; Initial HOD P05- 07-19-19] [Previously Titled: Core Values: for the Physical Therapist] [Position]

The core values guide the behaviors of physical therapists and physical therapist assistants to provide the highest quality of physical therapist services. These values imbue the scope of physical therapist and physical therapist assistant activities. The core values retain the physical therapist as the person ultimately responsible for providing safe, accessible, cost-effective, and evidence-based services; and the physical therapist assistant as the only individual who assists the physical therapist in practice, working under the direction and supervision of the physical therapist. The core values are defined as follows:

- **Accountability**
Accountability is active acceptance of the responsibility for the diverse roles, obligations, and actions of the physical therapist and physical therapist assistant including self-regulation and other behaviors that positively influence patient and client outcomes, the profession, and the health needs of society. •
- **Altruism**
Altruism is the primary regard for or devotion to the interest of patients and clients, thus assuming the responsibility of placing the needs of patients and clients ahead of the physical therapist's or physical therapist assistant's self-interest.
- **Collaboration**
Collaboration is working together with patients and clients, families, communities, and professionals in health and other fields to achieve shared goals. Collaboration within the physical therapist-physical therapist assistant team is working together, within each partner's respective role, to achieve optimal physical therapist services and outcomes for patients and clients.
- **Compassion and Caring**
Compassion is the desire to identify with or sense something of another's experience, a precursor of caring. Caring is the concern, empathy, and consideration for the needs and values of others.
- **Duty**
Duty is the commitment to meeting one's obligations to provide effective physical therapist services to patients and clients, to serve the profession, and to positively influence the health of society.
- **Excellence**
Excellence in the provision of physical therapist services occurs when the physical therapist and physical therapist assistant consistently use current knowledge and skills while understanding personal limits, integrate the patient or client perspective, embrace advancement, and challenge mediocrity.
- **Inclusion**
Inclusion occurs when the physical therapist and physical therapist assistant create a welcoming and equitable environment for all. Physical therapists and physical therapist assistants are inclusive when they commit to providing a safe space, elevating diverse and minority voices, acknowledging personal biases that may impact patient care, and taking a position of anti-discrimination.
- **Integrity**
Integrity is steadfast adherence to high ethical principles or standards, being truthful, ensuring fairness, following through on commitments, and verbalizing to others the rationale for actions.
- **Social Responsibility**
Social responsibility is the promotion of a mutual trust between the profession and the larger public that necessitates responding to societal needs for health and wellness.

Explanation of Reference Numbers

HOD P00-00-00-00 stands for House of Delegates/month/year/page/vote in the House of Delegates minutes; the "P" indicates that it is a position (see below). For example, HOD PO6 P06-17-05-04 means that this position can be found in the June 2017 House of Delegates minutes on Page 5 and that it was Vote 4.

P: Position | S: Standard | G: Guideline | Y: Policy | R: Procedure

Last Updated: 12/14/2021

Contact: governancehouse@apta.org

STUDENT RESPONSIBILITIES

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services. All students at IECC are expected to follow the Student Code of Conduct. Learn more at <https://www.iecc.edu/studentconduct>.

Students in the PTA Program are expected to demonstrate interest, ability, and aptitude for responsibilities in physical therapy. Disregard for patients' or other persons' welfare, disinterest in studies as shown by frequent tardiness or unexcused absence, failure to cooperate in class/clinic assignments and discussion, and dishonesty in written assignments or examinations are examples of behaviors that may be interpreted as lack of interest. Any student showing lack of interest or exhibiting behaviors that may be judged to be unsatisfactory conduct will be dismissed from the program.

LECTURE RESPONSIBILITIES

Students are expected to exhibit professional, legal, and ethical behavior at all times including during lectures, and clinical experiences. Professional behavior may include but are not limited to the following:

1. Shows initiative
2. Treats others with positive regard/respect
3. Exhibits sensitivity to individual differences
4. Adheres to APTA Standards of Ethical Conduct for the Physical Therapist Assistant
5. Seeks guidance as necessary to address limitations
6. Accepts constructive feedback from faculty, students, and other PTA related personnel without defensiveness
7. Attend and be punctual for lectures, and clinical
8. Abide by the Electronic Devices Policies (see Student Handbook).
9. Refrain from improper language use, disorderly conduct

LAB RESPONSIBILITIES

The student is responsible for the following:

- Each student must wear their PTA student ID Badge in order to take competency check offs. Name tags will be provided by the program. Failure to wear your name tag will result in an automatic failure on competency. A fee for a replacement tag may be incurred by the student.
- PTA students and WVC Faculty are the only persons allowed in the PTA Lab; no family members or friends shall be granted access to the Lab.
- During lab activities, students may be required to wear patient gowns, shorts, and halter tops. Exposure of body parts with appropriate draping is necessary during some lab sessions. Any student who cannot participate in a laboratory activity for any reason is required to notify the lab instructor.
- Failure to be appropriately dressed to participate in the Lab Activities hinders learning capabilities of your Lab partner, and therefore may result in a student who is not prepared being allowed to participate in Lab resulting in an absence.
- The PTA Lab may not be used outside of lab/lecture time unless a PTA faculty member or Lab Assistant is present, and permission has been granted by the PTA Faculty.
- Abide by all PTA and college policies (refer to lecture responsibilities)
- Agree to the following (student lab authorization)

As part of laboratory experience, it will be necessary to wear shorts, sports bras, and tank tops. Students will be draped as appropriate to simulate patient experiences, allowing students to practice with other students. Please be aware that members of both sexes will be present in lab, just as in the clinic setting where you will be treating members of same or opposite sex. You will need to expose body parts to simulate patient treatments. This will be done in a manner which preserves dignity and privacy.

Practice of therapy procedures involves some risk of injury such as skin abrasions, burn, or other physical injury. Instructors, other students, and guest presenters will routinely perform such therapy procedures during lab experiences, under the supervision of instructors or clinicians. You agree to protect the safety of yourself, fellow students and any guest patient during program activities.

You may be required to participate in field trips, which may require attending outside of your regular class times, including evenings and weekends. You must provide your own safe transportation to and from field trips, class, or clinicals. You are responsible for respecting the safety and dignity of other students and patients during these trips.

You authorize the reproduction, sale, copyright, exhibition, broadcast and/or distribution of any photographic, videotaping, and sound recordings that may be taken for WVC, IECC and program promotional and instructional purposes.

You will be given instruction in patient confidentiality, body substance isolation, and patient's rights. Students shall follow the guidelines presented.

If any students feel that they cannot meet any part of the requirements of the PTA Program due to religious, ethical, or cultural beliefs, they should see the Program Director immediately regarding their concerns.

CLINICAL RESPONSIBILITIES

Clinical faculty consist of the Academic Coordinator of Clinical Education (ACCE), the Center Coordinator of Clinical Education (CCCE), and a Clinical Instructor (CI).

The student is responsible for the following during each clinical experience:

- Contact the clinical agency to obtain information regarding orientation, clinical agency procedures and policies prior to arriving for clinical assignment
- Provide own transportation, food, and necessary lodging costs
- Wear appropriate professional attire, with name tag always during clinical assignment
- Conduct yourself in ethical and professional manner
- Identify yourself as a WVC PTA student to patients and inform patients of their right to refuse treatment by a student
- Have appropriate CPR certification and be able to provide proof of certification (See information under CPR Requirements)
- Current Immunization Records on file in Exxat System.
- Criminal history report upon the request of the clinical agency (See Criminal History Requirements)
- Drug screening upon request of the clinical agency
- Abide by College and/or affiliation policies and guidelines
- Preserve the privacy, dignity, and safety of persons whom they associate with in their role as a PTA student
- If a problem arises at the clinical site, the student is to notify the clinical instructor and the ACCE immediately
- Although health insurance is not required, it is strongly recommended. Students will potentially be exposed to high-risk situations which may include exposure to chemicals, infectious disease, and blood borne pathogens. In the event of accidental exposure, students are responsible for any costs related to required testing

ACCEPTABLE STUDENT LABORATORY CLINICAL APPEARANCE

Acceptable dress and behavior are expected during all aspects of the educational program. Clinical uniform shall be white lab coat (as required by clinical facility), professional shirt/blouse, professional slacks, and appropriate clean shoes; identification badge must be worn. Some facilities may provide an additional name badge for student use. Students must wear the name badge that is requested by the

clinical agency. If no preference is indicated by the agency, the WVC PTA Student identification badge should be worn. Laboratory Competency or Practical may require Clinical Attire; notice shall be given in advance.

Cleanliness and neatness of the uniform shall be always expected

- Students must be clean, neat, and well-groomed during all clinical activities
- Cologne or perfume is not acceptable in the clinical area
- Students must abide by the agency/College policy regarding smoking areas. Students are not to smoke or vape in the clinical facilities / agencies or during the hours of clinical assignments.
- Minimal application of cosmetics is acceptable in clinical area
- Jewelry must be limited to a watch and wedding band (or similar ring); small, pierced earrings are acceptable for students.

While we recognize an individual's right to express their individuality, body piercing and body art are not considered to be professionally accepted in the medical environment. Body art is not to be visible in the clinical setting. Students with visible body art are expected to have appropriate covering of all body art. Some clinical sites may require that you remove all non-visible body piercing such as a belly button piercing.

The final determination of dress and/or behavior in the clinical area rests with the policies of the respective clinical facility; the student must abide by these policies

UNACCEPTABLE OCCURENCES

An atmosphere of professionalism is expected of each student in all PTA program settings including lecture, laboratory, clinical education settings, and all interactions while on campus. The APTA has endorsed core values for the physical therapist assistant including:

1. Altruism
2. Caring and Comparison
3. Continuing Competence
4. Duty
5. Integrity
6. PT/PTA Collaboration
7. Duty
8. Integrity
9. Responsibility
10. Social Responsibility

It is the faculty's goal to prepare students for clinical practice in all areas, including professionalism. Therefore, students who are acting outside the boundaries of professional behavior will receive an unacceptable occurrence. An unacceptable occurrence may be issued by the faculty, lab assistant, and/or clinical faculty. A student may receive 3 unacceptable occurrences throughout the 5 semesters in any setting (lecture, lab, clinical) and will be given verbal counselling following each occurrence. Any student who receives a 4th unacceptable occurrence will be dismissed from the program and shall receive a grade of "F" for PTA course(s) in which they are enrolled at the time of the occurrence. The number of unacceptable occurrences is cumulative throughout the program.

Examples include, but not limited to:

1. Breach of any of the APTA core values
2. Inappropriate displays of negative emotions, such as anger and frustration
3. Tardiness
4. Displays of unsafe behavior to self and others
5. Use of profanity
6. Failure to turn in an assignment
7. Inappropriate use of electronic devices

8. Violation of patient privacy
9. Acting in an untrustworthy or unethical manner
10. Showing lack of respect toward others

ATTENDANCE

Prompt attendance is required for all Physical Therapist Assisting lectures, laboratories, and clinicals. If circumstances preclude attendance, it is the student's responsibility to notify the course instructor for Lecture, Laboratory, and Clinical. In cases where a **clinical assignment** cannot be met, it is the student's responsibility to notify the clinical facility supervisor and then the Program Director or ACCE. Failure to notify the clinic and the program of absence will result in failure of the clinical education course.

If **class** is missed, the student is responsible for obtaining all material presented, including handouts, lecture notes, etc. because the content covered in each class is extensive; instructors cannot repeat or review material for students who have missed a class. If a student is not in attendance when a quiz or exam is given, they may receive a 0 for the exam/quiz unless they made previous arrangements with the instructor. Unexcused absences (i.e., vacations, appointments that are non-emergent in nature, etc.) will not be tolerated. It is the discretion of the faculty to determine if an absence is excused or unexcused. In addition, patterns of behavior regarding both tardiness and absences (both excused and unexcused) may impact the student's ability to progress successfully through the program.

Regarding **Clinical Attendance**, students will be required to make up ALL missed hours/days. Make-up time is scheduled at the discretion of the clinical facility and with the approval of the ACCE. Extenuating circumstances will be reviewed by the ACCE and the course of action will be made by the ACCE. Students must follow the scheduled hours set forth by the facility in which affiliating with clinical rotations. Clinical Attendance policy is covered in greater detail in the PTA Clinical Education Handbook.

The faculty understand that excused absences (i.e., illness of self, children, life altering events, etc.) will happen. In the event of an absence, the student should send an email, call the instructor's office phone, and leave a voicemail message clearly stating your name and reason for absence or tardiness BEFORE the start of class. Notification of the student's absence by classmates is not acceptable. Failure to do so may result in the absence being counted as an unexcused absence. This policy is not enacted to prepare you for what the clinical environment will expect of you.

General Attendance Guidelines and Consequences

1. For one class period missed, one (1) absence is accumulated.
2. A student late or leaving class early with or without instructor permission is considered tardy.
3. Three (3) tardies constitute one (1) absence.
4. Excessive tardiness from the beginning or end of class will be considered an absence.
5. A warning will be given for the first unexcused absence or tardy. A written warning will be given for every subsequent absence or tardy. The Anecdotal Counseling Form will be used to document these occurrences and will become part of the student's PTA Program Student file. Please see Forms section of the handbook to view the Anecdotal Counseling Forms.
6. An absence will be considered excused by a note written and signed by a medical professional and by uncontrollable or unavoidable extenuating circumstances as documented. Any other absences/tardies will be considered unexcused.
7. Three (3) absences (excused or unexcused) in any class per semester will result in the lowering of the student's final grade by one letter grade. After three absences, each additional absence will result in a full final letter grade drop. Failure to achieve a final grade of "C" or better in any course will result in dismissal from the program.
8. Make-up work is required for all absences to ensure that the student acquires information and skills presented during his/her absence (see Make-up work section). It is the student's responsibility to schedule a time with the instructor(s) to make up any missed lab skill competencies, quizzes, tests, exams, or other graded assignments at the convenience of the course instructor(s).

Further explanation of excused absences is as follows: Documentation must be provided.

- “A student’s serious illness” means a physician’s documentation verifying illness must be provided.
- “Death in the immediate family” means mother, father, mother-in-law, father-in-law, spouse, child, sibling, grandparents, or significant other.
- “Statutory government responsibilities” such as jury duty or subpoena for court appearance.
- Inclement weather – see policy.

Competency and Practical Exam Attendance

Lab practical exams will be given during lab time. If a student fails a lab practical exam, they must meet with the faculty and lab assistant to reschedule a make-up time. Failure to show up for the scheduled practical exam will result in automatic failure unless the student arranges with the instructor prior to the scheduled exam. If the student contacts the instructor prior to the scheduled exam with an excusable absence, the instructor will arrange for makeup time.

Make-up Work

Each student is responsible for all material and techniques presented in class and labs. If a class is missed, the student is responsible for obtaining the missed material. It is the student’s responsibility to schedule a time with the instructor(s) to make up any missed assessments and will be scheduled at the availability of the instructor. Lab skill competency checks, quizzes, tests, exams, or other graded assignments at the convenience of the course instructor(s).

Lab skill competency checks must be made up within one week of the date absent. The student is not allowed to progress with further lab assessments until missed assessments are completed.

If a quiz, test, exam, or graded assignment is missed (due to an excused absence), the student is responsible for consulting the instructor about making up the work or turning in an assignment as soon as student returns to campus. Assignments due on the date of *excused* absence must be turned in the next time the student is on campus; otherwise, the student will receive a “0” for the work missed.

An *unexcused* absence will result in a “0” for any missed assessments given during the absence; the student will NOT have the opportunity to make up the missed work.

Late Assignments

It is expected that all assignments are completed by the due date; late assignments are subject to 10% deduction per day. Assignments submitted more than five days past the due date will be awarded NO credit.

HIPAA PRIVACY EDUCATION – HEALTH INFORMATION PRIVACY AND ACCOUNTABILITY ACT (HIPAA)

Students must demonstrate comprehension of the Health Insurance Portability and Accountability Act (HIPAA) prior to participation in any off-campus experiential learning activity or clinical course.

This shall include, but is not limited to:

- Not discussing any patient or any information pertaining to any patient with anyone (including your family) who is not directly working with patient.
- Not discussing patient or any information pertaining to any patient in any place where it can be overheard by anyone not directly working with said patient, especially other patients.
- Not mentioning any patient’s name, directly or indirectly, that any person named is a patient, except those authorized to have this information.
- Not describing any behavior which you have observed or learned through your relationship as a student at any agency, except to those authorized to have this information.
- Not removing medical records from authorized areas at any time. Duplication with proper authorization from the facility is strictly prohibited.
- Not reading any chart that does not belong to the assigned patient(s).

***Failure to comply with the confidentiality policy will result in immediate dismissal from the Physical Therapist Assistant Program.**

FERPA - STUDENT RECORDS AND CONFIDENTIALITY

IECC complies with the Family Educational Rights and Privacy Act (FERPA). Students have the right to limit disclosure of their education records to third parties unless written consent has been given for disclosure. For more information on IECC's policy on the privacy of student academic records consult the IECC FERPA Policy at <https://www.iecc.edu/ferpa>

All student records are maintained by the PTA program director. This file contains basic personal contact information, admissions data, signed student agreements, complaints, grievances, and documentation of oral and written warnings. All health related, drug, and background check information will be stored through the Castle Branch system to which the student has access at any time.

Clinical faculty will be issued a face sheet with the student's name, address, phone number, and email address prior to the clinical assignment for contact information. The clinical education faculty have access to the PTAS course syllabi which articulate standards of progression, competency check-offs, and course content.

Procedures:

1. All permanent physical therapy student records, including medical records, resident in the Office of the Registrar; other student records are maintained in the private offices of faculty members that are locked when unoccupied.
2. Confidential conversations with students take place in the private offices of faculty members. Confidential information includes, but is not limited to:
 - a. advising and counseling sessions
 - b. clinical performance
 - c. grades
 - d. health status

DRUG AND ALCOHOL POLICIES

IECC Policy

In accordance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988, the Board of Trustees of Illinois Eastern Community Colleges (IECC) is committed to providing a college environment free of substance abuse. Measures taken in support of this commitment include: 1) Drug and alcohol abuse awareness, prevention, and treatment initiatives. 2) Prohibiting the unlawful manufacture, sale, distribution, possession, or use of alcohol and use/misuse of drugs while on IECC property or while performing/participating in an IECC-sponsored/related off-site event or function. Learn more about IECC's policy at <https://www.iecc.edu/drugfree>.

PTA Program Policy

To protect the safety of other students and patients' drug and alcohol abuse is strictly prohibited. PTA students are expected to remain drug free and in appropriate physical condition for the learning and care-giving environment. A student who is under the influence, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs becomes an individual at risk for harming others and themselves.

"Reasonable suspicion" is a belief based on objective facts sufficient to lead a prudent person to suspect that a student is under the influence of alcohol and/or drugs in a manner that the students' ability to perform satisfactorily is reduced. All students are subject to an alcohol and/or drug test whenever a supervisor has a reasonable suspicion that the student is under the influence of alcohol and/or drugs while at clinical. The instructors' observations of any suspected physical or behavioral manifestation of alcohol and/or drug use will determine reasonable suspicion. Examples may include, but not limited to:

- Drug count discrepancy
- Extreme and rapid mood swings
- Odors of alcohol on the breath or the body
- Slurred speech
- Dilated or pinpoint pupils or reddened eyes

- Sleeping on duty
- Excessive absence or tardiness
- Frequent disappearance from the unit
- Changes in physical appearance, which may include personal grooming, weight loss, tremors, diaphoresis

All drug and alcohol testing will be done at the student's expense.

CRIMINAL HISTORY POLICY

The WVC PTA Program participates in clinical experiences at several health care facilities. It is the policy of our clinical affiliates that all students enrolled in the PTA Program provide a criminal history report as you will be working with patients of various degrees of health and age. The fee for this report is the student's responsibility and must be obtained from an organization approved by the PTA Program. Information on how to obtain a criminal history report will be provided by the PTA Program.

If you have ever been convicted of a criminal offense, either misdemeanor or felony, you may be prohibited by our clinical affiliates in participating in the clinical experience. If the clinical site policy will not allow the student to enter their facility, the student will not be able to meet the requirements of the PTA Program and will be subsequently dismissed from the program.

A prior conviction or prior criminal activity will not automatically bar the applicant from admission to the Physical Therapist Assistant Program. The applicant may be asked to provide a detailed explanation of the convictions. The Admissions Committee will review the case and decide as to whether the prior criminal activity makes the applicant unsuitable for practice or unlikely to be licensed at the completion of the applicant's education. All admissions are pending review of the applicant's criminal history report.

WVC does not guarantee students clinical placement or eligibility to take the NPTE for graduates if there is ANY type of criminal history.

CHANGE OF PERSONAL INFORMATION

It is very important the program have current contact information for you. Any change of personal information such as your name, address, phone number, legal status must be reported to the PTA Program Director and the Office of the Registrar on campus. Changes should be reported as soon as possible after a change occurs.

STUDENT REPRESENTATION

Students are asked to select representatives to participate in the PTA advisory committee meetings and the Student Advisory Committee meetings. Students are provided opportunities to evaluate learning experiences in the classroom, campus laboratory, and agency laboratories. A member(s) of the college site Student PTA Association may serve as a class representative to the Student Senate.

ACADEMIC DISHONESTY

Academic dishonesty includes plagiarism, cheating, submitting another person's material as one's own, or doing work for which another person will receive academic credit. The benchmarks of any great college are directly related to standards of academic endeavor on the part of both teacher and student. It is in this relationship that truth and honesty are recognized as fundamental to a college community. The College expects students to adhere to these principles and in so doing to foster the ideals for which the College was founded. Put simply, this means that the students will do their own academic work.

For violations under this section, the Professor will notify the Program Director and the College Dean of Instruction in writing of the circumstances if any punitive action is taken. The student shall have the right of appeal of the professor's decision per the Student Complaint Policy. The alternatives for action by the professor may include, but are not limited to, failing the grade of the assignment, or the course, or the

withdrawal from the course. The student will also be referred to the Dean of Instruction, who will determine appropriate disciplinary action in accordance with IECC's Student Code of Conduct.

STANDARD PRECAUTIONS

Students will be educated in aseptic technique, blood-borne pathogens, and standard precautions prior to engaging in off-campus learning experiences. Procedures: Content on standard precautions will be provided to students prior to engaging in clinical experience. See Standard Precaution Plan in Appendix.

HAZARDOUS MATERIALS

Policy: All hazardous materials will be appropriately marked; their material safety data sheets (SDS) will be available in a notebook located near the location where the materials are housed and will be disposed of properly.

Hazardous Materials Procedures

1. MSDS sheets:

- a. located in the PTA laboratory
- b. includes:
 - Alcohol prep pads
 - Hand Sanitizer
 - Expo Cleaner (for dry erase surfaces)
 - Whizzer mat cleaner
 - Hand Sanitizer
 - Hand Soap

2. Soiled paraffin is disposed of in the trash

3. In the event of exposure:

- a. follow guidelines of the MSDS
- b. report incident to the laboratory supervisor who will then report it to Dean of Instruction

SECTION III: PROGRAM GRADING & PROGRESSION

PTA PROGRAM GRADING POLICIES & RUBRICS

Course grade is based on satisfactory performance in all lecture, labs, and clinicals. The student must achieve a final grade of "C" 78% or better as a prerequisite to the next course.

Grading Scale

A	93-100
B	86-92
C	78-85
D	60-77
F	0-59

Examination Policy

Students that receive a grade of less than "C" on an exam are responsible for contacting the instructor for an appointment within one week after receiving examination results. Examinations are the property of the WVC PTA Program and will be retained by the Program.

Missed Examinations

Students must do the following:

- Notify the instructor PRIOR to missing the exam.
- Arrange a makeup time with the instructor within 24 hours of the missed exam.
- Make up examinations may consist of essay, verbal, written, or any combination of questions.

Failure to take an exam by the scheduled make up time will result in a grade of "zero."

There is an automatic deduction of 5 % per day if an examination is taken on a day other than the scheduled class/exam time. If an examination is missed, students must make up the exam within 3 days. Failure to take the makeup exam at the arranged time without prior arrangement with the instructor will result in an additional loss of 5 % per day. If a student is not in attendance when a quiz or exam is given, they may receive a 0 for the exam/quiz unless previous arrangements were made with the instructor.

Competency Check offs and Practical Exams Policy

The PTA core faculty are responsible for the development and implementation of the competency check-offs and practical exams to ensure safety and study readiness prior to engaging in clinical experiences.

Check-offs are preliminary skills practice and review conducted during class with an instructor, and then 2 practice sessions must be completed with a peer-student prior to practical examination.

Practical Examinations provide a summative assessment of the material and skills taught to that point of the semester. The student must receive a score of 78% or better and successful completion of all critical elements in the practical examination to receive a passing grade. If a student passes the practical on the first attempt, they will receive 2 points. If the student passes on the second attempt, they will receive 1 point. Prior to a third attempt, the student must meet with the faculty member to remediate the material prior to scheduling the third practical exam attempt. If a third attempt is required, two PTA faculty and/or lab assistant will be present for grading purposes. If the student fails the same competency a third time, the student must either drop the course or receive a failing grade for the course. In either case, students will not continue in the program. All scheduled practical exam competencies must be successfully completed prior to clinical affiliations. Critical Elements on individual competency examinations are denoted with an asterisk (*). The PTA core faculty have determined what constitutes a critical element related to patient safety. Failure to perform a critical element will result in an automatic failure of competency. Students will have 24 hours from the competency time to appeal the grade directly to

faculty. In the event of an appeal, the faculty and lab assistant will review the appeal and issue their decision within 24 hours.

Lab Grading Schema	1 st Attempt Pass (78% or higher and no missed critical elements)	2 nd Attempt (78% or higher and no missed critical elements)	3 rd Attempt (78% or higher and no missed critical elements)
Check Off Competency	2 points	1 point	0 points
Lab Practical	10 points	5 points	0 points

If the competency check-off and/or lab practical exam are being videotaped, students will complete the entire practical examination which will then be reviewed for grading purposes. A grade will be issued within 24 hours. If the lab practical exam is not being videotaped, and a critical element is not performed correctly, the student's performance will be terminated at that point in time.

CLINICAL REMEDIATION POLICY

Student receiving a failing grade for a Clinical Education experience may submit to PTA Academic Review Board permission to remediate clinical only in circumstances in which all policies have been followed in scenarios with no unacceptable occurrences.

1. Student was not dismissed from the program for any safety violations in the clinical setting.
2. Student has not violated any student conduct policies.
3. No violation of critical concerns from the PTA Student Handbook during their time in the program.
4. No violation of Clinical Education Attendance Policy.

The student will be required to wait up to 12 months following the decision of the Review Board for placement into a remediation Clinical Placement; during this time the student must follow all Standards for Progression and Graduation. Therefore, progression in any subsequent PTA Courses may be delayed.

STANDARDS FOR PROGRESSION AND GRADUATION

PROGRESSION: In order to progress through the program to graduation, students must:

- Successfully complete all required science courses sequentially as outlined on the curriculum page.
- Successfully complete Anatomy and Physiology I, Anatomy and Physiology II, Introduction to Medical Terminology and by the end of Semester II.
- Successfully complete all other non-PTA courses required in the curriculum prior to the end of Semester IV.
- Achieve a minimum grade of C in all required courses and maintain a grade point average (GPA) of 2.0 each semester.

Students must have a satisfactory background check and negative drug screening to continue in the PTA program. Failure to meet these criteria, at any time a report or test is required, may result in negation of admission or dismissal from the program.

Note: Failure to meet the above requirements will result in withdrawal from the program.

WITHDRAWAL PROCEDURE

Students must follow college withdrawal policies found at <https://www.iecc.edu/withdrawalpolicy>. PTA students shall additionally inform the Program Director of their intention to withdraw from the program.

DISMISSAL

A student may be subject to dismissal from the PTA Program and/or denied readmission for the following:

1. Acts in a manner that faculty evaluate as being a breach of safety, confidentiality, legality or accountability.

2. Violates physical therapy practice standards.
3. Falsifies records on campus or in clinic.
4. Fails to maintain a grade of C in required PTA courses and minimum GPA of 2.0 each semester.
5. Receives a failing grade in clinical or fails a required competency three times.
6. Fails to produce documents required by the PTA Program by deadlines established by the Program.
7. Violates the Academic Dishonesty policies, the Code of Student Conduct, or the Drug and Alcohol policies.
8. Fails to follow policies, professional and legal rules and regulations or ethical principles under which the PTA Program and its affiliated clinical agencies operate.

Students may be dismissed for other reasons than those listed above. Students dismissed from the PTA Program who wish to re-enter must follow the Readmission Policy.

GRIEVANCE PROCEDURES

Student Complaint Policy

The PTA Program of Wabash Valley College recognizes the need to resolve valid appeals to complaints in a fair, impartial and timely manner and thus establishes a procedure to review and/or resolve causes of dissatisfaction in an orderly and systematic manner. The Student Complaint Policy is found in the IECC Catalog and on the IECC website: www.iecc.edu/studentcomplaint. This policy addresses student complaints that are not governed by other specific grievances. Additional guidelines for registering complaints and/or appealing administrative decisions can be found in:

[ADA/Disability Support Services](#)

[FERPA](#)

[Grade Appeals](#)

[Nondiscrimination Policy](#)

[Preventing Sexual Misconduct Policy](#)

[Readmission by petition](#)

[Student Code of Conduct](#)

Complaints that Fall Outside the Realm of Due Process

The PTA Program encourages any individual who is not satisfied with their experience or encounter with any student, faculty, or staff member to file an informal or formal complaint. Anyone may file a complaint regarding any aspect of the program. This may include, but is not limited to, complaints from clinical education sites, prospective students, employers of graduates, and the public. Informal complaints may be directed verbally to the Program Director or College Dean. Formal complaints should be in writing and addressed to the attention of the Program Director:

Lisa Hoipkemier, PT, DPT, NCS
 WVC Physical Therapist Assistant Program
 2200 College Drive
 Mt. Carmel, IL 62863
 618-263-5548 Ext: 3432
hoipekmierl@iecc.edu

If the complaint involves the Program Director, the matter should be addressed directly to the College Dean:

Robert Conn
 2200 College Drive
 Mt. Carmel, IL 62863
 618-263-5188 Ext: 3382
connr@iecc.edu

Any complaints or concerns from the student regarding Clinical courses must be submitted in writing to the Academic Coordinator of Clinical Education (ACCE) in order to receive further consideration. All written concerns or complaints will be reviewed by the ACCE and forwarded to the Program Director.

Process for handling complaints that fall outside the realm of due process:

1. When a complaint is received, the Program Director will contact the person(s) making the complaint within ten (10) business days. If the complaint is focal and may be resolved with one individual, the Program Director contacts the individual, investigates the complaint, proposes a resolution, and informs all parties of the resolution by written communication. A written record of the complaint and resolution will be kept.
2. Complaints which cannot be resolved by the process described above are referred to the College Dean. The Dean will investigate and propose a resolution. The Dean will communicate findings to all parties via written communication. A written record tracking form will be maintained.

Complaints will be handled in an expedited manner. Complaints will be kept on file for at least five (5) years. Complaints can be filed without fear of retribution.

If a student has a grievance about any incident at a clinical facility, they should contact the Site Coordinator of Clinical Education (SCCE) and the ACCE as soon as possible regarding the details of the incident.

Complaints about the Program related to compliance with the accreditation standards must be submitted in writing to the Commission on Accreditation in Physical Therapy Education (CAPTE). The process for submitting a complaint to CAPTE is found here: <https://www.capteonline.org/complaints> The complaint should be addressed as follows:

Department of Accreditation, APTA
3030 Potomac Ave., Suite 100
Alexandria, VA 22305-3085

AUDITING OF PTA COURSES

Students will be allowed to audit the lecture and campus laboratory portion of a PTA course on a space available basis. There will be no auditing of agency PTA laboratory. Being allowed to audit a PTA course does not convey in any way acceptance of an auditing student into the IECC-WVC PTA Programs. **A PTA student who has passed the PTA program but has not passed the NPTAE may audit a class on a space available basis. The college catalog requirements for auditing must be met.**

READMISSION

Students must achieve a minimum grade of "C" in classroom theory as well as a satisfactory grade for professional behaviors and the laboratory components of each PTA course as determined by the criteria of each PTA course. Any grade of less than "C" achieved in a PTA or concurrent general education course is unacceptable for progression in the PTA Program. PTA students who leave the college or program because of academic deficiency or dismissal may petition for readmission to the program no sooner than one semester following official notification of status. Such a petition will be reviewed by an Academic Standards Committee.

This statement applies as follows:

1. Any student who withdraws from a required PTA or concurrent general education course will be required to file a petition for re-entry into the program.
2. Any student who achieves less than "C" in a PTA course or concurrent general education course must petition for re-entry. The student may not petition for re-entry more than one time. *, **, ***
3. Any student who receives an unsafe or unsatisfactory laboratory competency evaluation or is dismissed from the college or program, whether culminating in failure or withdrawal, must petition for readmission.

Readmission will be granted only if it is shown that the student possesses the requisite ability, and that the prior performance did not indicate a lack of capacity to complete the course of study in the program and/or college. The re-entry process must be completed at least sixty (60) days prior to the semester of readmission. For entry into the spring semester, all other admission requirements must be met on or before the college's official fall withdrawal date. For entry into the fall semester, all admission requirements must be met by the application deadline (February 15).

*The Academic Standards Committee has the right to review the admission status of any student based on faculty recommendation and documentation of extraordinary circumstances that adversely impacted student performance.

**PTA students, who have exhausted their petition options may reapply to the first year of the program, one time, without regard to prior academic performance. Applicant will be subject to the following criteria:

1. Student was not dismissed from the program for any safety violations in the clinical setting.
2. Student has not violated any student conduct policies.
3. No violation of critical concerns from the PTA Student Handbook during their initial time in the program.

***PTA students may reapply to the second year of the program one time without regard to prior academic performance, subject to the following criteria:

1. Student was not dismissed from the program for any safety violations in the clinical setting.
2. Student has not violated any student conduct policies.
3. No violation of critical concerns from the PTA Student Handbook during their initial time in the program.

If readmitted, the student progression/retention will follow the guidelines of a first-time student. IECC uses the Early Alert System to identify students who are struggling in their academic courses. Early Alert System data is examined, continuously monitored, and is evaluated by the Retention Coordinators and Academic Advisors with the primary goal to resolve barriers that impacted the success of the Early Alert system and to implement changes that would allow the system to accomplish its purpose and better serve IECC's student population. The following behaviors are relevant to the student in all aspects of the educational process and are not limited to formal contacts in class and clinical.

1. Accountability
2. Altruism
3. Collaboration
4. Compassion and Caring
5. Duty
6. Excellence
7. Integrity
8. Social Responsibility

These are core behaviors of the profession, which are initiated and developed during the educational process and expanded and refined during practice in the

TRANSFERRING

As a transfer student, it's very important to get advice from your IECC college advisor and, if you have chosen a college to complete your baccalaureate degree, maintain contact with the receiving institution. It is the student's responsibility to work closely with an advisor so that electives are appropriate, transferable, and applicable to the student's major at the transfer college or university. Good resources for seeing how your courses can transfer are:

<http://itransfer.org/>

<https://www.transferology.com/index.htm>

IECC supports the transfer of students through articulation agreements with four-year institutions. Articulation agreements, or transfer agreements, provide a guided course sequence for students to follow from IECC to senior institutions. Academic advisors are available to assist in transfer plans. To see IECC's current articulation agreements visit: <https://www.iecc.edu/articulation>

TRANSCRIPTS

IECC has partnered with the National Student Clearinghouse to process transcripts online. There is a link from a student's Entrata account and on the IECC website to access the Clearinghouse site in order to request an official transcript. Additionally, official and unofficial transcripts may be requested in person in the Student Records Office at the colleges. A completed transcript request form, photo ID, and payment of the fee are required prior to release of the transcript. There is no fee for unofficial transcripts obtained via Entrata. For more information or to request a transcript, visit www.iecc.edu/transcript or contact Student Records

PTA PROGRAM EVALUATION

Following graduation, the graduate is asked to complete a self-assessment indicating the degree to which the program prepared them for beginning practice as a Physical Therapist Assistant, employment status and to evaluate the program and services. The graduate is also asked to provide specific suggestions to improve outcomes. Additionally, the graduate is requested to ask their employer to evaluate the preparation of the graduate to meet role expectations of an entry-level PTA. Survey responses are anonymous. The goal is to evaluate the degree to which the program meets its mission and purposes, not to evaluate individuals.

Graduate cooperation is appreciated. This feedback is essential to provide direction for change to maintain a quality PTA Program.

SECTION IV: CAMPUS RESOURCES & POLICIES

ELECTRONIC DEVICES

Electronic Devices are not allowed within the clinical or classroom setting except for laptops and tablets used for the purpose of learning activities during class. Students causing disruption in class (ringing cell phones, text messaging, etc.) may be asked to leave the classroom or clinical setting by their instructor. Students may leave their cell phone to silent/vibrate; however, calls are NOT to be answered during class time.

BUILDINGS AND CAMPUS MAP

WVC Campus includes five classroom and laboratory buildings, a physical education and sports complex, the Bauer Media Center (Library), the Brubeck Arts Center (Theatre and Gallery), and the David L. Hart Student Center (Bookstore, Food Services, Student Center). Off-campus locations include the Small World Early Childhood Educational Center and the Administration and Foundation Building directly adjacent to the 120-acre campus.

Wabash Valley College

Campus Map



CALENDER AND INCLEMENT WEATHER DISMISSAL

When safety of students and college staff is threatened by weather and other emergency circumstances, the colleges will be closed and/or classes delayed. Wabash Valley College (WVC) operates within the framework of the official college semester system. Classes meeting on campus and in facilities other than public schools should follow the official [college calendar](#). Classes scheduled by WVC in high school facilities should follow the high school's calendar. Classes in high schools do not meet on days they are closed for holidays, teacher institutes, and any weather-related or unexpected circumstance. The decision to close the college or delay classes will be made by the College President or representative. When classes are cancelled, announcements will be made on <http://www.iecc.edu/>, Facebook, and radio stations serving Wabash County and outlying counties in which students may reside. Additionally, IECC uses an alert system to notify students of closures.

EMERGENCY ALERTS

IECC has a state-of-the-art system capable of sending notifications instantly and simultaneously to all registered cellular phones and email addresses. This alert system ensures timely dissemination of emergencies and class cancellations. The service is available to all current faculty, staff, and students of IECC. Upon creating your Entrata account, alerts are automatically activated to your iecc.edu email address. Log into your Entrata Account and click on the IECC Alerts link to register additional email or cellular accounts. There is no charge for this service, but applicable text messaging fees charged by your carrier may apply.

ENTRATA

Entrata, an online information system, is the primary means of communication between students and instructors. There are many options available on Entrata for student use, including: course listings; registration, holds, grades and transcripts, online class access, and e-mail. Students can also make a payment on their account.

Entrata e-mail is the official means of communication between students and administrative offices. Students are encouraged to check their iecc.edu e-mail daily to ensure receipt of course changes, drop notices, progress reports, meetings, etc.

Students can access Entrata from any computer with Internet access by visiting entrata.iecc.edu. Use your Student Identification number and pin/password to log on to Entrata the first time only. Future logins will use the User ID Entrata generates for you and the password you specify during your initial log-in. To obtain a pin/password, visit the Records Office in Main Hall. For technical issues with Entrata, call the HELP desk at ext. 4357 or visit www.iecc.edu/helpdesk.

LABORATORY ACCESS

Students have access to PTA laboratories and equipment outside of normally scheduled class times only during open Lab hours posted outside the lab door every semester. Contact a PTA faculty member for special hours or circumstances

ACADEMIC SUCCESS CENTER

The Academic Success Center, located in the Science Building rooms 41-42, provides assistance for students with academic needs through tutoring, placement testing, developmental classes, ABE/ASE classes, disability services and testing services. The Director of the Academic Success Center is responsible for the selection and supervision of staff, developing and scheduling programs and courses, diagnostic testing, administering the GED Program, counseling, and advising referrals from service organizations, tutoring, and supervising grant-related programs.

The Academic Success Center is open daily, Monday through Friday, 7:30 a.m. until 4:30 p.m. The Center is not open on weekends and College holidays.

LEARNING RESOURCE CENTER

The entrance to Wabash Valley College's Bauer Media Center is located next to the Brubeck Arts Center gallery. The [Learning Resource Center](#) on WVC's campus houses the physical book collection. LRC staff can assist with database research. Library databases are available to students through Entrata. Students can print in the LRC for a nominal fee.

Interlibrary Loans: WVC is a member of the Consortium of Academic and Research Libraries in Illinois (CARLI). Students, faculty, and staff may borrow books from other libraries by placing holds on them via the online catalog.

HOURS OF OPERATION: Fall & Spring semesters: Mondays – Fridays: 7:30 a.m. – 4:30 p.m.

Summer Hours: Mondays – Fridays: 7:30 a.m. – 4:00 p.m.

CIRCULATION/RESERVATION PERIODS: Books - 4 weeks | Videos - 2 days

FEES: Lost books - Replacement cost of the book | Copier/printer - 10¢ per page (Black & White)

IECC libraries offer 24/7 services to students, wherever they are working on assignments. IECC is part of the Consortium of Academic and Research Libraries (CARLI) of over 85 libraries who share 36+ million materials via a five-day delivery service at no cost to patrons. Each library has a web page with direct links to:

- I-Share online catalog of online books, videos, DVDs, and CDs
- Online subscription services that connect students to authoritative reference resources, online magazine and journal articles, newspapers, maps, and e-books with remote access
- Citation resources
- Nursing reference collection, Springer eBook Medical Collection, and journals in print
- Alexander Street Press Educational Videos
- Tutorials about how to access journals and create bib cards are on the college library websites
- Library resources web page on college library websites
- Copyright information on library web page to help students avoid plagiarism

The print collections of the LRCs are complemented by a variety of electronic resources with remote access available. The collection includes CINAHL (Cumulative Index to Nursing and Allied Health Literature) Plus with Full Text (620 full text journals, Evidence-Based Care Sheets, Quick Reference Charts, Continuing Education Units and Search Strategies), Springer eBooks Medical Collection (33,000 books and open source journals published 2005-present), Access Science online database with a Medicine module, *CREDO reference* (29 medical reference books online), EBSCOhost Health Source: Nursing/Academic Edition (550 full-text journals and the Lexi-PAL Drug Guide) and several other EBSCOhost databases that are relevant to nursing and allied health.

Computer labs are available in the college library with numerous desktop PCs loaded with software programs. Wireless service is available in the libraries as well, allowing students to connect to the Internet and print using their own laptops and personal devices.

ADDITIONAL IECC POLICIES

Additional information regarding IECC policies and procedures can be found in the [catalog](#) and on the [website](#). The following district-wide policies and procedures are being provided as a quick-reference and with the objective that students will become familiar with their rights and responsibilities and IECC expectations. While comprehensive, it is not all-inclusive. Click on the topic link for additional details.

Academic Policies:

- [Academic Freedom](#)
- [Academic Standing/Progress](#)
- [Catalog Term](#)
- [Class Attendance](#)
- [Course Auditing](#)

- [Course Repeat](#)
- [Credit/Credit Hours/Overload](#)
- [Credit for Prior Learning](#)
- [Educational Guarantees](#)
- [Grading System](#) (Includes Grades, GPA, Incompletes, Pass/Fail, Final Grades, Grade Appeals, Grade Forgiveness)
- [Graduation Requirements \(includes Graduation Honors\)](#)
- [Term Honors](#)
- [Time to Completion for Withdrawn CTE Programs](#)
- [Transfer Credit](#)
- [Withdrawal Policy](#)

[ADA and Reasonable Accommodations](#). IECC complies with the Americans with Disabilities Act and maintains an inclusive and accessible environment. ADA Coordinators have been named at each campus to assist students in navigating the process.

[Annual Security Report](#). Mandated as part of the Jeanne Clery Act, this document is an annual publication that disseminates IECC's campus security policies and crime statistics.

[Appropriate Use of Information Technology Resources](#). This policy outlines expectations as it relates to the use of college information technology resources, which includes both equipment and services as defined within the policy.

[Campus Safety and Security](#). IECC takes multiple measures to promote a crime-free campus environment.

[Chronic Communicable Diseases](#). Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students and college personnel on the basis of qualified medical advice.

[Complaints](#). Describes a general complaint process when more specific guidelines are not addressed in other policy. The complaint process for students in distance education is also provided.

[Concealed Firearms Policy](#). IECC complies with the provisions of the Firearm Concealed Carry Act.

[Consumer Information Disclosures](#). These disclosures are a requirement of the federal government, through the Higher Education Opportunity Act of 2008. Includes the Student Right to Know Athletic Program Data and Student Outcomes.

[Drug-free Schools and Communities](#). As a result of this Act, policies have been established that address **unlawful possession, use, or distribution of alcohol and illicit drugs and the prevention of drug and alcohol abuse**.

[Family Educational Rights and Privacy Act \(FERPA\)](#). FERPA is a federal law that protects the privacy of student education records. It's important you know your rights and understand Directory Information is very general information that may be released without your permission, whereas personally identifiable information is not typically disclosed without permission.

[Freedom of Information Act](#). IECC complies with the Illinois Freedom of Information Act without compromising the privacy of students.

[Identity Theft](#). Due to this widespread and ever-growing threat, prevention plans and tips are provided.

[Nondiscrimination](#). IECC does not discriminate in any of its educational programs and offerings, activities, and services provided or operated. An informal and formal complaint process is described.

[Open Admission Policy](#). Students are admitted through an open admission process. This does not guarantee admission to all courses or programs of study, nor is it a guarantee of financial aid eligibility. See also [Limited Admission Guidelines](#).

Optional Disclosure of Private Mental Health Information. Under Illinois Public Act 099-0278, students have an option to designate another individual as a contact in the event of a mental health emergency.

Preventing Sexual Misconduct. Extensive information is available on prevention, awareness, rights, and reporting alleged sexual misconduct or retaliation.

Readmission by Petition. The process is described for readmission following dismissal due to academic deficiency or misconduct.

Sex Offender Registration. Federal and Illinois laws require sex offenders/sexual predators to register with their college of attendance/employment. A link to the statewide registry of sex offenders is available on the IECC website as mandated by law.

Student Code of Conduct. This document defines prohibited conduct, describes the processing of alleged conduct violations, and outlines the disciplinary actions that may be taken against violators.

Student Religious Observances. IECC reasonably accommodates the religious observances of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements.

Tobacco-free/Smoke-free Campus. In compliance with the Illinois Smoke Free Campus Act and to promote a healthy environment, IECC prohibits smoking and tobacco products on district property.

Violence Prevention. Students may report concerning behaviors of others using the Behavioral Incident Report Form.

SECTION V: FORMS

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT
PROGRAM**

AUTHORIZATION TO RELEASE INFORMATION FORM

I, _____, hereby authorize Illinois Eastern Community Colleges to give appropriate information regarding my scholastic and clinical performance to prospective employers. I realize that the inquiry from such individual(s) might be over the telephone, email or by letter.

Signature

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT
PROGRAM**

RELEASE OF LIABILITY FORM

PTA students should immediately report to their clinical instructor any exposure or suspected exposure to blood borne pathogens or hazardous products, or any injury sustained in the clinical agency. In the event of an untoward incident, students are expected to follow the written protocol of the institution in which they are performing their clinical work. The student is responsible for physician, diagnostic, and treatment costs for services rendered by a clinical facility. Students are also responsible for meeting the prescribed follow-up care of the institution and for treatment costs of such care.

It is recommended that all nursing students carry their own personal health insurance. Each student is responsible for his/her own health care costs including costs related to incidents occurring in the clinical agencies.

I, _____, hereby release and hold harmless Illinois Eastern Community Colleges and all clinical agencies from any, and all medical expenses or liability claims that may arise in relation to clinical experiences.

Student

Date

After this form has been signed and dated, it is placed in the student's file.

[A signed copy of this form may be required for each clinical agency.]

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT
PROGRAM**

STUDENT LABORATORY INFORMED CONSENT FORM

Physical Therapist Assistant education includes laboratory activities in which the students will administer treatments and receive treatments. The purpose of laboratory training is to allow the student, through practice on human beings, to achieve skill and proficiency in the administration of skills before applying these techniques to patient/client in a clinical setting.

Students will be expected to participate in simulation of clinical practice to include:

- 1) Student *administrator* of application to patient/client or other student acting as patient and
- 2) Student *receiver* of application, acting as the patient/client during the application of physical therapy skills.

There are some risks inherent to acting as a *receiver* to include but not limited to:

- heat injury (burning with heating agents)
- electrical stimulation burns
- cold hypersensitivity with ice application
- skin sensitivity to adhesives
- dignity issues with inappropriate draping and/or exposure of body segments
- personal injury with transfers, bed mobility, wheelchair utilization, gait training with assistive devices, etc.
- Soreness with participation in therapeutic exercises and mobilization techniques

Safety measures are implemented to ensure the *receiver* does not experience these outcomes. All equipment is adequately maintained and professionally calibrated yearly. As a student receiver or administrator, it is my responsibility to report any condition or injury to my instructor or report, as necessary, to the ADA Coordinator at Wabash Valley College.

I, _____, understand and accept the risks inherent to participating in the laboratory component of the physical therapist assistant program at Wabash Valley College. I understand there are lab components requiring exposed body parts for examination and I consent that WVC students and faculty may contact or touch my body for the purpose of demonstration and training.

Signature: _____

Date: _____

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT
PROGRAM**

**STATEMENT OF UNDERSTANDING BACKGROUND CHECK AND DRUG SCREENING
FORM**

I understand that a copy of my criminal background check and/or drug screening test results may be required by affiliating agencies in which I will have clinical experiences.

I, _____ give Illinois Eastern Community Colleges permission to release the results of my background check and/or drug screening test results to affiliating agencies upon request.

Statement of understanding regarding unsatisfactory background check:

I, _____ understand that an unsatisfactory background check will result in negation of my admission to the IECC-WVC PTA Program or administrative withdrawal from the Program. I understand that a change in my background check which results in a criminal conviction during my progression through the PTA Program must be reported and that such a change may result in administrative withdrawal or dismissal from the program. Failure to report a change within 5 working days is grounds for automatic dismissal from the program.

I understand that passing the IECC criminal background check does not ensure eligibility to meet requirements for licensure.

Statement of understanding regarding positive drug screening result:

I, _____ understand that a positive drug screening test will result in negation of my admission to the WVC PTA Program or administrative withdrawal from the Program. I further understand that I can apply for readmission after one year and consecutive satisfactory drug screening tests.

Student's Signature

Date

Witnessed By

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT
PROGRAM**

STATEMENT OF UNDERSTANDING REGARDING SOCIAL NETWORKING FORM

I, _____, understand that social networking is not permitted during classes, lab, and clinical education. Information about a patient in any context is a possible HIPAA violation. Discussing any clinical information on a social network site is a potential HIPAA violation.

I understand that if a social networking issue should arise during enrollment in the program, the consequence could be recommendation for dismissal from the PTA program.

Student's Signature

Date

Witnessed By

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT
PROGRAM**

STATEMENT OF UNDERSTANDING REGARDING IECC ACADEMIC DISHONESTY POLICY

I have read the IECC Academic Dishonesty Policy (as outlined in the Student Code of Conduct) in its entirety. I acknowledge and understand the policy and agree to abide by it.

Student's Signature

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE PHYSICAL THERAPIST ASSISTANT
PROGRAM**

STUDENT EXHIBIT PERMISSION FORM

I, _____, give permission for the
IECC/WVC Associate Degree PTA Program faculty/staff to use any assignment, in
part or in whole, as an exhibit for the CAPTE self-study and/or site visit.

Student Printed Name

Student Signature

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE ASSOCIATE DEGREE PHYSICAL THERAPIST
ASSISTANT PROGRAM**

STUDENT RELEASE FORM FOR PROMOTIONAL/EDUCATIONAL PURPOSES

Through your association with Illinois Eastern Community Colleges: Frontier Community College; Lincoln Trail College; Olney Central College; and Wabash Valley College, you are likely to participate in events that are recorded on behalf of the college. By submitting this release, you authorize Illinois Eastern Community Colleges and those acting on its behalf to copyright, publish and use audio, photographs, video and other recordings or representations of you for promotional and educational purposes. You release and discharge the Illinois Eastern Community Colleges Board of Trustees, its assigns and those acting on its behalf from any liability arising from such use.

Publications can include:

IECC Catalog

IECC Poster/Brochure

IECC Homepage; Intranet, or Internet link, including multi-media electronic presentations

IECC printed and electronic marketing materials

IECC Newspaper and Magazine Advertisements

IECC Television Advertisements

IECC Social Media pages, including FCC, LTC, OCC and WVC Social Media pages.

This form verifies that I do not have on file any restrictions prohibiting the release of student information.

Student Name (please print)

Student Signature

Date

IECC Staff Signature

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, WABASH VALLEY COLLEGE
ASSOCIATE DEGREE PHYSICAL THERAPIST ASSISTANT PROGRAM**

STUDENT TECHNOLOGY REQUIREMENT FORM

Students purchasing their iPads through IECC will be charged a one-time fee based on the actual cost of the iPad. If the student has financial aid, the iPad and warranty are approved for coverage as a program requirement. Keep in mind, the cost of the iPad will be less due to our institutional contracted price. The program has worked to reduce costs for other program requirements to offset the cost of the iPad.

Your signature below acknowledges receipt of the iPad and Apple Care Warranty. The iPad is yours to keep. No exchanges or refunds will be provided once the iPad is signed out.

It is your responsibility to register the iPad with Apple upon setup to initiate the Apple Care Warranty. Defective devices should be reported to Apple per the warranty directions. If the iPad is lost or stolen, it is the student's responsibility to get a replacement. Many homeowner policies may cover electronic devices.

Students may use their own iPad if it meets the program criteria.

Signature

Date

After this form has been signed and dated, it is placed in the student's file.

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT 529
WABASH VALLEY COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM**

**PHYSICAL THERAPIST ASSISTANT STUDENT HANDBOOK REVIEW VERIFICATION
FORM**

I have read the Physical Therapist Assistant Student Handbook in its entirety. I acknowledge and understand the policies printed in the handbook and agree to abide by them.

I acknowledge and understand some information in this publication may become outdated due to changes in Board of Trustees Policy, state law, and Physical Therapist Assistant Program guidelines. In such instances current board policy, state law, and PTA program guidelines will prevail.

The date of fulfillment for this requirement will be designated by PTA faculty.

Student's Signature

Date

After this form has been signed and dated, it is placed in the student's file.

ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
WVC PTA PROGRAM

ANECDOTAL/ATTENDANCE COUNSELING RECORD

DATE

NAME:

Total Hours absence: _____

DISCUSSION:

15 hours of lab absence is the maximum allowed

If the student misses more than 15 lab hours, campus or agency, they will need to meet with the faculty, and if they miss more lab hours after the first meeting with faculty, they will need to meet with the Program Director.

RECOMMENDATIONS:

No more lab, campus or agency, absences.

Review PTA Attendance Policy in Handbook

Signatures:

Faculty

Date

Student

Date

Reviewed: 1/28/22

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
WVC PTA PROGRAM**

ANECDOTAL/COUNSELING RECORD

DATE:

NAME:

INCIDENT:

Scored less than 80% on exam.

DISCUSSION:

Study techniques discussed. Student will meet with mentor if continued exam scores of less than 80%.

RECOMMENDATIONS:

Signatures:

Faculty

Date

Student

Date

Reviewed: 12/10/21

**ILLINOIS EASTERN COMMUNITY COLLEGES, DISTRICT #529
WVC PTA PROGRAM**

ANECDOTAL/COUNSELING RECORD

DATE:

NAME:

INCIDENT:

GRADE STATUS

DISCUSSION:

93-100%total points grade A
86-92%total points grade B
78-85%total points grade C

1. The student has _____ points.
2. The student must receive a score of _____ on the final exam to pass the semester.
3. A grade of "C" or above must be obtained in all PTA courses.
4. I understand if I DO NOT get the above score, I will NOT receive a passing grade and will NOT be allowed to continue in the PTA program.

RECOMMENDATIONS:

Tutoring sessions, study buddy, study group, read the assigned material, practice questions.

Signatures:

Faculty

Date

Reviewed: 12/10/2021

Student

Date

APPENDIX

The ACCE will maintain Material Safety Data Sheets (MSDS) in the lab for all chemicals used. The Program Director will review and update MSDS sheets at least annually or more frequently if a new chemical is introduced into the lab.

Standard Precautions

1. The standard precaution plan's purpose is to eliminate or minimize student and faculty exposure to blood borne pathogens and other potentially infectious material.
2. Hand washing will be performed per CDC guidelines.
3. All procedures involving blood or other potentially infectious materials (OPIM) will be performed in a manner that minimizes splashing, spraying, spattering, and generation of droplets of these substances.
4. Observe warning labels on biohazard containers and appliances.
5. Bandage cuts and other lesions on the hands before gloving.
6. If your hands or other skin surfaces come in contact with blood or other potentially infectious material, thoroughly wash the area as soon as possible with soap and water.
7. If your mucous membranes come in contact with blood or OPIM, flush them with water as soon as possible.
8. Immediately after use, place contaminated sharps in a puncture resistant, leak proof container that is appropriately labeled and color coded.
9. Do not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in the lab.
10. Do not store food or drink in the lab refrigerator.
11. If you are exposed to blood or OPIM, perform first aid measures immediately. After taking first aid measures, report the incident to your instructor.

LAB SUPERVISION

Students will be allowed in the lab to practice skills only with supervision of PTA staff. At no time should a student attempt to practice manual mobilization skills or use any electrical equipment in the lab without PTA faculty supervision. Students should report any concerns or violations in policy immediately to PTA faculty.

Any violation of these rules may result in disciplinary action, up to program dismissal.