



PTA STUDENT HANDBOOK

SELLERSBURG REGION

2018-2019

The Physical Therapist Assistant Program at Ivy Tech Community College, Sellersburg, is accredited by the 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 Kim Krueer, PTA Program Chair, at 812-246-3301 ext. 4290 or email kkruer4@ivytech.edu.

CONTENTS**

Overview – Curriculum, Degree, Accreditation, Licensure	3
Expected Student Outcomes	5
Mission, Vision, Philosophy	6
Program Goals	7
Career Opportunities, Job Placement	8
Student Expectations, Work Statement, Study Time, Test-Out Procedures	9
Board Passage Rate	10
Diversity Statement, Non-Discrimination and Equal Opportunity Policy, Disabled Students	11
Due Process/Complaints, Transfer Students, Financial Aid, Criteria for Admission	12
Method of Evaluation/Grading Scale, Criminal Background Checks/Drug Screen, Program Faculty Information	13
AS PTA General Education and Technical Core Curriculum	14
Technical Core Curriculum Schema	15
Verification of Receipt of PTA GAAP and Student Handbook	16
PTA Program Informed Consent	17-18
Progression Policy for 2-step limited enrollment programs	19
PTA Program Professionalism Requirements	20
PTA Lab Rules	22
Projected Expenses	23
APPENDICES: Policies and Procedures	24
Professionalism, Attendance, Grading, Practical and Critical Safety Elements Master List, Competency and Remediation, APTA Membership, Service Learning, Travel Expectations, Universal Precautions, Student Health, Complaints Outside Normal Due Process, Exam Review/Dispute, Substance Abuse, Skills Learned in the Clinic Setting	

**The information contained in this Student Handbook is subject to change without notice. Every attempt will be made to keep this guide current and accurate.

PHYSICAL THERAPIST ASSISTANT PROGRAM OVERVIEW

The Physical Therapist Assistant (PTA) Program prepares students for assistant roles within the profession of physical therapy. It has been designed to give the student a well rounded education, in addition to the technical skills required for a career as a physical therapist assistant.

CURRICULUM:

The PTA program requires 5 semesters to complete. The curriculum consists of 69.5 required credit hours, including 25 general education credits and 44.5 technical core credits. These 44.5 credits include 30 credits from lecture/ demonstration/ laboratory classes and 14.5 credits from clinical classes.

PTAS 101, PTAS 102, PTAS 103, PTAS 106, PTAS 107, PTAS 201, PTAS 202, PTAS 217, and PTAS 224 include lecture with or without lab.

PTAS 115, PTAS 205, and PTAS 215 make up the 14.5 clinical credits, comprising 680 contact hours over 17 weeks.

Students must be enrolled in or have successfully completed Anatomy and Physiology I and II (APHY 101 and 102), English Composition (ENGL 111), Physical Science (SCIN 111), and Introduction to the Physical Therapist Assistant (PTAS 101) prior to making application to the PTA Program.

Additionally, students must complete all of their general education requirements prior to the Spring Semester they will enter their terminal clinical rotations.

The curriculum is designed with classroom, laboratory, and clinical experiences for students to gain the knowledge and skills necessary to provide physical therapy services in the role of a licensed/certified physical therapist assistant following graduation and passing the National Physical Therapist Assistant Examination.

Please Note:

- The PTA Program credits and/or graduation do not guarantee entry into a Physical Therapist program
- The PTA Program is a full-time program and is currently available at the Sellersburg campus, with most prerequisites (with the exception of PTAS 101) available at other Ivy Tech campuses
- Day classes are available to students throughout the four technical curriculum semesters.
- The three-week clinical at the end of second technical semester, and the final or fourth technical semester of clinicals are full-time commitments, as these clinical internships require regular eight-hour days, five days per week, or more. Exact hours will correspond to the clinical instructor's work schedule
- Students must take and pass a national licensure examination prior to practicing as a PTA

ADVISING/GENERAL PROGRAM INFORMATION:

Students are encouraged to contact the Advising Center, attend regularly scheduled PTA Program general advising/information sessions, or contact the PTA Program office directly for advising purposes to ensure they are placed in all required courses prior to application. Students are encouraged to register VERY early for PTAS 101, ENGL 111, SCIN 111 and APHY 101 and 102, as these classes have limited seating and fill quickly.

DEGREE/ACCREDITATION/LICENSURE:

The Associate of Science (AS) degree is awarded upon successful completion of the required 25 general education credits and 44.5 technical course credits. Ivy Tech Community College, Sellersburg, has been accredited by the North Central Association of College and Schools.

In order for graduates to be able to sit for any state certification or licensure examinations, the Program must be accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). The Physical Therapist Assistant Program at Ivy Tech Community College, Sellersburg, is accredited by the 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>

EXPECTED PHYSICAL THERAPIST ASSISTANT STUDENT OUTCOMES

- Demonstrate critical and creative thinking.
- Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
- Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
- Apply basic scientific concepts in a variety of settings.
- Communicate effectively in written, oral and symbolic forms.
- Exhibit quantitative literacy.
- Apply ethical reasoning.
- Demonstrate the acquisition and use of information.
- Practice confidentiality, perform within ethical and legal boundaries, practice within the scope of education, and exercise efficient time management in patient care.
- Integrate knowledge of clinical theory by utilizing infection control, assisting the physical therapist, and performing delegated procedures.
- Apply a comprehensive treatment plan developed by a physical therapist.
- Integrate and participate in timely communication, systematic healthcare delivery, and application of knowledge and skills through patient care and education.
- Practice appropriate assessment and measurement techniques to assist the supervising physical therapist in monitoring and modifying the plan of care within the knowledge and limits of practice.
- Demonstrate interaction with patients and families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences.
- Demonstrate application of physical therapy skills for other health care providers, patients, and families.
- Design appropriate documentation for relevant aspects of patient treatment.
- Apply the principles of the physical therapy profession to personal and professional growth.

PHYSICAL THERAPIST ASSISTANT PROGRAM

MISSION

The Physical Therapist Assistant Program at Ivy Tech Community College, Sellersburg, is an affordable program to prepare students (regardless of race, gender, religion, national origin, sexual orientation, marital status, age, physical or mental disability, or veteran status), who have the necessary talent and inclination, in an Associate degree curriculum leading to a successful career as a Physical Therapist Assistant. The program seeks to develop dedicated, honest individuals who value excellence, diversity, compassion, human interaction, love of learning and stewardship, and who will serve the larger community of South Central Indiana through provision of rehab services.

VISION

Graduates of the Ivy Tech Physical Therapist Assistant Program will provide the highest level of therapy services to the community and be the employees of choice for healthcare providers.

PHILOSOPHY

The program philosophy of curriculum development includes a commitment to coordinated, sequential learning; delineation of the roles and responsibilities of the physical therapist, physical therapist assistant, and the physical therapy aide; an understanding of the changing nature of the profession and health care in general; and an opportunity for exploration of areas of student interest. Additionally, the program philosophy incorporates a commitment to academic and clinical faculty development, with the purpose of enhancing effectiveness of instruction, refining leadership, teaching effectiveness, and interpersonal skills so that the students are prepared to take their place as para-professionals in the field of physical therapy.

PTA PROGRAM GOALS

The overarching program goal, an extension of the College mission, is to provide students with a quality education, which enables them to be competent physical therapist assistants throughout their careers. The specific goals to assess this are as follows:

1. Graduate competent students into the community who have adopted professional behaviors representative of a physical therapist assistant.
2. Assist students in employment placement before and following graduation.
3. Maintain licensure exam results of graduates equal to or exceeding the national standards.
4. Provide academic and clinical settings, which stimulate student learning.
5. Update, review, or modify curriculum as identified by students, faculty, College administrators, community, and PT/PTA professionals.
6. Maintain state of the art equipment and laboratory facilities.
7. Exemplify and demonstrate the importance of professional membership in the APTA.
8. Ensure that equal educational opportunities are available for all students regardless of race, color, creed, national origin, sexual orientation, age, disability, or marital status.
9. Organize and maintain an advisory committee, which consists of persons who are actively engaged in or support the practice of physical therapy.
10. Maintain equal or greater than the APTA required two-year average 85% passage rate on the National PTA Examination.

CAREER OPPORTUNITIES AND JOB PLACEMENT

According to www.careerinfonet.org, the Physical Therapist Assistant profession has a favorable outlook as of 2016. The projected growth is “faster than average.” In 2016 the reported national median wage was \$27.21/hour and \$56,610 annually, and the reported median Indiana wage was \$27.07/hour; \$53,610 annually. Nationally there were 5470 projected job annual openings and in Indiana there were 120 projected annual job openings. This represents a growth of 41% between 2014 and 2024.

Physical Therapist Assistants are utilized in many different settings of physical therapy including acute (inpatient/hospital), sub-acute (in-patient/rehab), and long-term care (nursing homes), as well as, outpatient in orthopedic, neurological, vestibular/balance, educational, and pediatric services. Home health care is also an option for more experienced physical therapist assistants.

Employment for graduates of the Ivy Tech Sellersburg PTA Program is as follows (per available data):

Graduation Year	Percentage of Graduates seeking employment as a PTA that are employed
2015	100%
2016	100%
2017	100%

STUDENT EXPECTATIONS

COMMITMENT/PERSONAL RESPONSIBILITIES:

Students accepted to the PTA Program must be aware of the extensive time, energy, and commitment necessary to be successful in the program. All technical courses are provided on campus. Most courses are provided during the day; however, students have additional expectations that may require extended periods of attendance, such as open lab requirements and practical examinations.

For clinical courses, students are expected to be available Monday through Friday 7:00am to 8:00pm and occasionally on Saturdays in order to attend clinical full time (40 hours/week). Students are expected to align their schedules with assigned clinical instructors. Students are expected to have the necessary transportation for a clinical that may be one to one and one half hours of one-way travel time and potentially in an alternate time zone.

Students are expected demonstrate a commitment to learning, good interpersonal and communication skills, effective use of time, resources and constructive feedback, problem-solving, professionalism, responsibility, critical thinking, and stress management, and to put forth the necessary effort outside of scheduled class time to study and complete assignments. Students must consider these additional needs when preparing for acceptance to the program

WORK STATEMENT:

Students must be aware of the need for excellent time management if working while in school. Students are expected to attend classes as scheduled with other commitments adjusted as needed. Course requirements are not altered for the working student. Students are advised to limit work and other activities. These activities competing with student attention to the program can cause students to fall behind and to be unsuccessful, which may require dismissal from the program.

STUDY TIME:

Considerable study time outside of class is *expected* throughout the program. Students are *expected* to organize their time to include study time to prepare for class, review, and master program information. Students are expected to participate in small and large group study activities and open labs outside the scheduled class periods. Students are provided opportunities through the on-line communication for each course.

TEST-OUT PROCEDURES:

Policies regarding testing out of courses vary from program to program. A student who wishes to test out of a course should contact the Office of Student Services. A fee is charged for the tests. Points for CLEP or DANTES test out credit are assigned as noted in the PTA Admissions Selection Processes. No PTA courses will be eligible for test-out procedures (See Transfer Students).

BOARD PASSAGE RATE:

After graduating from an accredited education program, the physical therapist assistant candidate must pass a state administered national examination. This examination can be taken through application to any of the states requiring licensure, including the state of Indiana. Board scores are tabulated by the Federation of State Boards of Physical Therapy and percentile rate standings of the program are provided to the college. Students are encouraged to release scores to the college for accreditation and program purposes. The ratings are available for public viewing through the Federation’s website.

National exam pass rates for graduates of the Ivy Tech Sellersburg PTA Program are as follows (per available data):

Graduation Year	Percentage of Graduates taking the exam who passed the national examination
2015	100%
2016	100%
2017	100%

U.S. Immigration and Nationality Act

The Indiana Public Licensing Agency (IPLA) has recently taken a position that may preclude visa holding or otherwise undocumented students from sitting for certification/licensure within Indiana. Students should seek their own legal counsel in these matters. The expectations U.S. Immigration and Nationality Act are found in the Federal Regulation 8 of the U.S.C.; Section 1641:

Federal Regulation: 8 U.S.C. Section 1641: The U.S. Immigration and Nationality Act 2018 Amendment

(A) IN GENERAL

Except as otherwise provided in this chapter, the terms used in this chapter have the same meaning given such terms in section 101(a) of the Immigration and Nationality Act [8 U.S.C. 1101(a)].

(b) Qualified alien:

For purposes of this chapter, the term “[qualified alien](#)” means an alien who, at the time the alien applies for, receives, or attempts to receive a [Federal public benefit](#), is—

- (1)** an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [[8 U.S.C. 1101](#) et seq.],
- (2)** an alien who is granted asylum under section 208 of such Act [[8 U.S.C. 1158](#)],
- (3)** a refugee who is admitted to the United [States](#) under section 207 of such Act [[8 U.S.C. 1157](#)],
- (4)** an alien who is paroled into the United [States](#) under section 212(d)(5) of such Act [[8 U.S.C. 1182\(d\)\(5\)](#)] for a period of at least 1 year,
- (5)** an alien whose deportation is being withheld under section 243(h) of such Act [[8 U.S.C. 1253](#)] (as in effect immediately before the effective date of section 307 of division C of [Public Law 104–208](#)) or section 241(b)(3) of such Act [[8 U.S.C. 1231\(b\)\(3\)](#)] (as amended by section 305(a) of division C of [Public Law 104–208](#)),
- (6)** an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act [[8 U.S.C. 1153\(a\)\(7\)](#)] as in effect prior to April 1, 1980; [[11](#)] or
- (7)** an alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).

DIVERSITY STATEMENT

Ivy Tech Community College is committed to a diverse and inclusive educational environment that extends beyond tolerance to respect and affirms human difference. Therefore, diversity, as defined by Ivy Tech, includes, but is not limited to, differences in race, ethnicity, religious beliefs, regional and national origin, color, gender, sexual orientation, socioeconomic status, age, disability, and political affiliation. By encouraging free and open discourse, providing educational opportunities within and outside its classrooms, and intentionally recruiting and retaining a diverse assembly of students, faculty and staff, the college endeavors to graduate culturally literate individuals who will make positive contributions to a local, national, and global society.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Dean of Student Affairs. Ivy Tech Community College is an accredited, equal opportunity/affirmative action institution. For further information please refer to the Code of Student Rights and Responsibilities.

DISABLED STUDENTS

A form describing essential functions performed by physical therapist assistants is included in the program application packet. Students are required to demonstrate proof of performance of these essential functions or demonstrate ability to perform with reasonable accommodations prior to making application to the PTA program. This will be addressed in the PTAS 101 course.

Support Services will aid disabled students with career planning, financial aid, personal counseling, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist physically and psychologically impaired students through available local community resources. For more information please contact Lisa Goldberg, Director of Disability Services for the Sellersburg campus at 812-246-3301 ext. 4179, or lgoldberg@ivytech.edu.

DUE PROCESS / COMPLAINTS

Student grievances are subject to the College's due process procedure. The PTA Program will follow PTA Program Policy and the Ivy Tech Student Grievance Policy. The Ivy Tech Community College Catalog outlines the College policy and is available through the Student Affairs Office. Student rights and responsibilities are available through the Code of Student rights. <https://www.ivytech.edu/studentcode>. For complaints outside normal due process, the complaints will be handled according to the PTA Program Policy. This policy is outlined in the PTA Policy and Procedures Manual and the appendices of this document.

TRANSFER STUDENTS

A transfer student is defined as a PTA student in good standing, (see program policy), desiring a transfer from an APTA recognized CAPTE accredited program. A student wishing to transfer who is not in good standing with their current educational institution, as defined by Ivy Tech PTA Program policy, will not be considered. Transfer eligibility will be determined on a case by case basis. Due to varying course sequencing and semester content between PTA programs, this may require the student repeat content. Additionally, the student will be required to demonstrate competency and safety of all content within transferable courses, commensurate with Ivy Tech PTA Program criteria prior to a final transfer decision.

FINANCIAL AID

Ivy Tech Community College offers various types of financial assistance to students who need assistance to continue their education. The Office of Financial Aid will help with information concerning student aid programs. Eligibility for most of the financial aid at Ivy Tech Community College is based upon demonstrated need of the student. In addition students must also: 1) be accepted for admission to the College in an eligible program, 2) be at least a half-time student, and 3) maintain satisfactory standards of progress. For further information on any financial aid or standards of progress, please refer to the Financial Aid Office or the Ivy Tech Community College website. Some agencies providing financial aid to students require periodic progress and attendance reports. Students are responsible for obtaining the appropriate form. Only the course instructor or the instructor's designee will sign the form.

CRITERIA FOR ADMISSION

The components of the application are assigned a numerical score. Scoring is standardized and nondiscriminatory. Admission decisions will be based on the following criteria:

1. Test of Essential Academic Skills (TEAS). This is a standardized test that can be taken in the testing center on campus. It will be worth up to 15 points.
2. Grade in Introduction to the Physical Therapist Assistant. It will be worth up to 30 points.
3. Grade in Anatomy and Physiology I. It will be worth up to 15 points.
4. Grade in Anatomy and Physiology II. It will be worth up to 15 points.
5. Grade in Physical Science. It will be worth up to 10 points.
6. Grade in English Composition. It will be worth up to 10 points.

METHOD OF EVALUATION/GRADING SCALE

Students will be evaluated through lecture and laboratory, examinations, assignments, projects, clinical performance, and professionalism. The grading scale for all courses in the PTA program is:

100 – 93%	A
92 – 87%	B
86 – 81%	C
80 – 78%	D
77% and below	F

Any problems or areas of weakness noted by faculty may require counseling and/or remedial work. Per PTA Program Policy regarding safety and competency, any student not demonstrating competency in a laboratory skill will not be permitted to continue with subsequent coursework until competency is demonstrated. If a student is unable to demonstrate competency following remediation the student will be withdrawn from the class. Students must achieve 78% in both lecture and laboratory portions of classes to successfully pass the course.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREEN

The Ivy Tech Community College School of Health Sciences requires Criminal Background Checks and Drug Screens for all School of Health Science students who will participate in clinical education.

All students accepted into the PTA program will be required to complete a Criminal Background Check and Drug Screen, provided by an outside vendor, at the student's expense, within 60 days of receipt of the letter of acceptance into the PTA program. Completion of the screen is a condition of acceptance into the program. Screens must also be completed every year thereafter as a condition of continuing in the program. Failure to do so, by the assigned deadline each year will result in forfeiture of the student's spot in the program.

A clinical facility may request a copy of the background check records. The facility may also require a student to complete an additional background check. The Criminal Background Check and Drug Screen will be conducted once per calendar year, at a minimum. The college, PTA program, and clinical agencies reserve the right to request more frequent testing, in accordance with college policy.

Before you seek employment as a physical therapist assistant in Indiana, you must take and pass the certification exam administered under the direction of the Indiana Health Professions Bureau. The possibility exists that a person who has been convicted of a crime may not be certified as a health practitioner in the State of Indiana. The Indiana Health Professions Bureau may choose to deny a person convicted of a crime the opportunity to sit for the certification examination even if they have satisfactorily completed the Ivy Tech Community College Associate of Science degree.

PROGRAM FACULTY INFORMATION

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CURRICULUM

PHYSICAL THERAPIST ASSISTANT ASSOCIATE OF SCIENCE+

PREREQUISITES - 15 CREDITS

*PTAS 101	Introduction to the Physical Therapist Assistant	3
**APHY 101	Anatomy and Physiology I	3
**APHY 102	Anatomy and Physiology II	3
**ENGL 111	English Composition	3
**SCIN 111	Physical Science	3

Introduction to the Physical Therapist Assistant (PTAS 101), Anatomy and Physiology I & II (APHY 101, APHY 102), English Composition (ENGL 111), and Physical Science (SCIN 111) are prerequisites necessary to apply for the PTA Program. The remaining general education core classes are required for graduation, but not for application to the program. However, they must be successfully completed prior to the Spring semester when the student will enter the terminal clinical education portion of the program.

**GENERAL EDUCATION CORE - 25 CREDITS (INCLUDES APHY 101, 102, SCIN 111, ENGL 111)

**APHY 101	Anatomy and Physiology 1	-
**APHY 102	Anatomy and Physiology II	-
COMM 102	Intro to Interpersonal Communications	3
	OR	
COMM 101	Fundamentals of Public Speaking	3
**ENGL 111	English Composition	-
MATH 136	College Algebra	3
PSYC 101	Introduction to Psychology	3
**SCIN 111	Physical Science	-
SOCI 111	Introduction to Sociology	3
IVYT 101	First Year Seminar	1

*TECHNICAL CORE – 44.5 CREDITS (INCLUDES PTAS 101)

*PTAS 101	Introduction to the Physical Therapist Assistant	-
PTAS 102	Disease, Trauma and Terminology	3
PTAS 103	Administrative Aspects of the PTA	3
PTAS 106	Treatment Modalities I	5
PTAS 107	Kinesiology	5
PTAS 115	Clinical I	2.5
PTAS 201	Treatment Modalities II	3
PTAS 202	Treatment Interventions for Special Populations	2
PTAS 205	Clinical II	6
PTAS 215	Clinical III	6
PTAS 217	Treatment Modalities III	5
PTAS 224	Current Issues and Review	1

+TOTAL DEGREE = 69.5 CREDITS (GENERAL EDUCATION CORE + TECHNICAL CORE)

+The College and PTA Program reserve the right to revise these requirements at any time.

PTA PROGRAM TECHNICAL CORE CURRICULUM SCHEMA

PREREQUISITES – 15 CREDITS (PRIOR TO APPLICATION) CREDITS

APHY 101	Anatomy & Physiology I	3
APHY 102	Anatomy & Physiology II	3
ENGL 111	English Composition	3
PTAS 101	Introduction to the PTA	3
SCIN 111	Physical Science	3

****The following courses are the Technical Core Courses required by the PTA Program in the sequence they must be taken.**

****Successful completion as outlined in PTA Program Policy and syllabi for each course is required prior to progression within the Technical Curriculum.**

****Any General Education Courses required by the Program that are not completed prior to entering the program will need to be added to this schedule.**

FIRST FALL SEMESTER (TECHNICAL SEMESTER I)

PTAS 107	Kinesiology	5	(weeks 1-16)
PTAS 106	Treatment Modalities I	5	(weeks 1-16)

FIRST SPRING SEMESTER (TECHNICAL SEMESTER II)

PTAS 102	Diseases, Trauma & Terminology	3	(weeks 1-12)
PTAS 103	Administrative Aspects of the PTA	3	(weeks 1-12)
PTAS 201	Treatment Modalities II	3	(weeks 1-12)
PTAS 115	Clinical I (competency testing 1 week/clinical 3 weeks)	2.5	(weeks 13-16)

SECOND FALL SEMESTER (TECHNICAL SEMESTER III)

PTAS 202	Treatment Interventions for Special Populations	2	(weeks 1-16)
PTAS 217	Treatment Modalities III	5	(weeks 1-16)

SECOND SPRING SEMESTER (TECHNICAL SEMESTER IV)

PTAS 205	Clinical II (7 weeks)	6	(weeks 1-7)
PTAS 215	Clinical III (7 weeks)	6	(weeks 8-14)
PTAS 224	Current Issues and Review	1	(weeks 15-16)

VERIFICATION OF RECEIPT OF PTA STUDENT HANDBOOK AND PTA GAAP

NAME: _____

“C” NUMBER _____

CURRENT ADDRESS: _____

CURRENT PHONE NUMBER: CELL: _____ HOME: _____

CURRENT IVY TECH EMAIL ADDRESS: _____

ALTERNATE EMAIL ADDRESS: _____

EMERGENCY CONTACT: NAME: _____

RELATIONSHIP: _____ PHONE NUMBER: _____

SOCIAL SECURITY NUMBER: _____

DATE OF PROGRAM ENTRY: _____

I have received a copy of the PTA Program Handbook for the PTA Program at Ivy Tech, Sellersburg. I acknowledge I will read/refer to this document and ask questions related to the content. I understand the rules and policies and I agree to abide by them while a student in the PTA Program. I understand that this information is subject to change and that future updates will be made available via the PTA Program Chair and through the program website.

Signature Date

I have access to the Guide to Admissions and Academic Policies for the PTA Program at Ivy Tech, Sellersburg through the program website. I acknowledge I will read/refer to this document and ask questions related to the content. I understand the rules and policies and I agree to abide by them while a student in the PTA Program. I understand that this information is subject to change and that future updates will be made available via the PTA Program Chair and through the program website.

Signature Date

IVY TECH COMMUNITY COLLEGE PTA PROGRAM INFORMED CONSENT

Dear Potential PTA Student,

In order for you to make an informed and educated decision about joining the Ivy Tech Community College of Indiana PTA Program, there are some things you should consider. Please initial in the blank for each following item to ensure that you have read and understand the content.

1. Education in the Physical Therapist Assistant (PTA) Program will include classroom and laboratory sessions, as well as, clinical affiliations in various health care facilities. During the course of the PTA Program you will be subject to the known and unknown risks that members of the profession experience in preparation for and the provision of physical therapy and health care in general. These may include exposure to various modalities and techniques, infectious and communicable diseases, chronic and degenerative diseases, mental illness, and risks attendant to the work environment and the academic preparation of the Physical Therapist Assistant. Students will be expected to perform physical therapy modalities and skill/techniques on each other and you will need to inform the instructor of any condition which may be considered a precaution or contra-indication for a particular procedure and will thereby be excused according to the instructor's directions. You may stop participation in the classroom, laboratory, or clinical affiliation anytime you think your personal safety or that of the patients you treat is in jeopardy.

2. You must have your own transportation to the clinical sites. Each student is required to drive to clinical sites that are considered far sites during the time in the Program. A far site is defined as at least 1 to 1 ½ hours one way away from Sellersburg. There are no exceptions to this rule. _____
3. A criminal background check and drug screen must be completed before you can begin programmatic classes and subsequent clinicals. If your financial aid does not cover the cost of this, you will be required to pay for this on your own. _____
4. You must be aware of the licensure requirements in the state of Indiana and Kentucky (felony). A conviction of a felony does not affect your ability to be accepted into the program but some clinical sites, (hospitals) may not allow you to do a rotation there. If you cannot complete the required clinical portion of your education because of this, you will not graduate from the program. Also, the College and the PTA Program cannot guarantee that either of these states will provide you a license to practice. You should contact the Indiana Professional Licensing Agency, 1-800-457-8283, or the Kentucky Licensing Agency, Lexington office at (859) 246 – 2747 with specific questions. _____
5. You must have access to your health history in order to complete the required form before programmatic classes and clinicals begin. You may be required to have blood titers performed to prove immunity. These will be at your cost. _____

6. You will be required to take and pass the American Heart Association health provider CPR class. This will be at your cost. _____
7. You will be required to abide by HIPAA laws and regulations at all times. _____
8. Following graduation, you will be required to take and pass the (FSBPT) to practice as a PTA. This will be at your cost. _____
9. You will be required to comply with the clinical dress code of your clinical facility and as outlined in the Clinical Education Manual. _____
10. You will be required to do community service throughout the program. The minimum program requirement is 1 approved activity per semester. Failure to complete this will affect your final capstone course grade. _____
11. You will be expected to attend and participate in classroom discussions. _____
12. You will be expected to use the lab time to practice and come in during open lab times, when provided. You are expected to follow all lab rules as posted in the lab and outlined in the PTA student handbook. _____
13. It is mandatory to attend clinicals. Your education will not be adequate without them. _____
14. You will be expected to behave in a professional and respectful manner at all times. _____
15. You will be expected to act like the clinical rotations are jobs and perform as such. _____
16. Clinical rotations to different sites are required and the final decision on rotations and times will be made by the program staff. _____
17. As a student, it is highly recommended, although not required, that you become a student member of the American Physical Therapy Association in your first year. Membership is required in your second year. _____

I, _____ have read and understand the above items and take full responsibility for this information. I agree to and will abide by these terms. I have a copy of this informed consent that I was retain for my reference and records.

Signature

Date

**IVY TECH COMMUNITY COLLEGE
PTA PROGRAM
PROGRESSION POLICY**

Procedure relating to progression, stop-outs, and re-enrollment in programs with a two-step admission process:

INTRODUCTION

To ensure demonstrated retained competency of the student, to maintain the safety of patients/clients of clinical affiliate organizations, and to promote student retention and completion, additional factors above those outlined in APPM 4.19 affect the determination of a student's standards of progress and continued enrollment in programs with a two-step admission process.

PROCEDURE

1. A student not successfully completing a required programmatic course (dropping or receiving a final grade of "W", "FW", "F", or "D" where required by program accreditation), must attempt to re-enroll in the non-completed course(s) the next academic term in which it is offered if there is an available opening, provided the student satisfies the standards of progress as outlined in APPM 4.19.1.
2. Students not successfully completing a required programmatic course may remain in the program with a two-step admission process, and may enroll in additional required programmatic courses in successive academic terms for which they have satisfactorily completed the pre-requisite, provided they satisfy the standards of progress as outlined in APPM 4.19.1.
3. Should there be any term of non-enrollment in the required course due to course availability the student will be required to demonstrate retained competency in the course objectives of any required pre-requisite programmatic course(s) as described below before re-enrolling in the course.
 - Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and clinical check-offs. Students unable to demonstrate retained competency of any required pre-requisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of re-enrollment in the non-completed course.
 - Prior to the term the student desires to re-enroll in the course, the student must contact the program chair/designee in writing requesting re-enrollment for the following term. Requests will be considered based on available cohort space.
 - Sufficient time must exist between the receipt of the request and the start of the following term for the student to complete required retained competency demonstration as described above.

STOP-OUTS

1. In any term the student is not enrolled in any required programmatic courses, the student is considered a "stop-out", and should they wish to re-enroll in programmatic courses will be required to later request re-enrollment (within any maximum timeframe for completion guidelines as required by accrediting agencies) in the program with a two-step admission process as outlined above.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: CONDUCT

POLICY: Professionalism

DATE OF ORIGIN: 3/12; Revised 8/13, 3/16; Reviewed 7/14, 7/15, 7/17, 6/18

The reputation of the PTA Program and the College among the community depends, in large part, upon the behavior of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. When participating in the classroom, laboratory, community, and clinical settings, students are expected to conduct themselves in a professionally appropriate manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to all conduct among faculty, staff, clinical personnel, and students.

To enforce the professional behavior expected of the PTA student, Professionalism Points have been implemented in all of the PTAS courses. Each student is awarded 20 professionalism points (or equivalent of 5% of total course grade in point-based classes) at the beginning of the course as reflected in the course syllabus. The student retains these points should no reason for them to be revoked occur. Guidelines for loss of points are listed below, however this is not an inclusive list, and **loss of Professionalism Points is ultimately at the discretion of the course instructor and/or PTA Program Chair.**

Guidelines for loss of points in the classroom, laboratory, or clinical setting

- 5 points (or equivalent of 25% of professionalism grade in point-based classes) will be lost for each unexcused absence, tardiness or early departure from class or lab
- 5 points (or equivalent of 25% of professionalism grade in point-based classes) will be lost for each time appropriate lab attire is not worn for lab days or professional dress is not worn for lab practical days
- 5 points (or equivalent of 25% of professionalism grade in point-based classes) will be lost for unprofessional communication within the classroom or laboratory setting
- Loss of points in the clinical setting will be made at the discretion of the ACCE and/or Program Chair based on the infraction and relevant consultation/communication with the clinical instructor and/or CCCE

Total loss of points will occur with situations including, but not limited to:

- academic dishonesty or misconduct
- discriminatory, harassing, argumentative or intimidating behavior toward an instructor, peer, staff member, clinical personnel, or any other person
- disrespectful and/or defamatory behavior toward an instructor, peer, staff member, clinical personnel, or any other person

- inappropriate and/or unprofessional communication with an instructor, peer, staff member, clinical personnel, or any other person via verbal communication, nonverbal communication, text message, email, social media, etc.

In addition to the loss of Professionalism Points at the PTA Program level, students are subject to college jurisdiction while enrolled at the College. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of the College representatives is not in the best interests of the student, other students, and/or College. Students who are disciplined should expect to find their sanctions enforced at other Ivy Tech campuses.

All Ivy Tech students are expected to abide by the College rules of conduct listed in the CODE OF STUDENT RIGHTS AND RESPONSIBILITIES.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: Safety

POLICY: Equipment Safety and Student Lab Use

DATE OF ORIGIN: 3/12; Reviewed 7/13, 7/14, 7/15, 7/16, 6/18; Revised 7/17

Students are given the opportunity for out of class practice during formal open lab times staffed by program faculty allowing full access to all equipment and machines, and informal lab access where students may use any equipment other than the ultrasound and electrical modalities as long as faculty are present on campus. Students are not allowed large lab access when faculty are not present. Students are allowed small lab access, where no machines are present, when faculty are not on campus. All lab rules as outlined below must be followed by students at all times when in either the small or large lab.

PTA LAB RULES:

- Standard Precautions, including hand hygiene, must be followed at all times.
- Student must obtain informed consent prior to performing any procedure or technique.
- Student must prepare all equipment to provide a safe and effective treatment.
- Appropriate safety equipment must be used at all times.
- Proper body mechanics must be used at all times.
- All practice will be conducted with respect and professionalism.
- Upon completion, all equipment must be disinfected and returned to the appropriate location.
- If no other faculty or students are present, lights must be turned off and doors secured upon leaving the room.

In the event that students go offsite for any laboratory or learning activities, offsite contracts must be maintained by the program..

The program chair is responsible for ensuring that annual equipment checks are performed and that equipment is in safe and working order. In the event that a piece of equipment malfunctions outside of the timeframe for the annual check, it is the responsibility of the faculty member that discovers the malfunction to report it to the program chair for service.

IVY TECH PHYSICAL THERAPIST ASSISTANT PROGRAM PROJECTED DIRECT EXPENSES*

At Ivy Tech Community College, tuition and fees are updated yearly. These include an in-state and out-of-state fee differential, technology fees, and distance education fees. Up-to-date information can be found at the Ivy Tech Community college website: <http://nwi.ivytech.edu/web/admissions/tuition.html>.

Students are responsible for tuition, books, supplies, and fees for all courses. Additionally, students are expected to secure funds for their uniform, physical examination with immunizations, CPR training, national criminal check, and a physical/drug screening after acceptance into the program (contact information and forms will be provided after acceptance).

* This is an **estimation** of costs. The College reserves the right to revise fees at any time.

**Tuition (69.5 hours at \$140.61 per credit hour)	\$9772.40
***Approximate book cost (technical core)	\$1500.00
Miscellaneous Clinical Education Costs (travel, lodging, etc.)	varies
Total	\$11,272.40 + clin ed costs

** Out of state tuition fees are \$275.08 per credit hour, making tuition total \$19,118.06, and raising the projected expenses to \$20,618.06. www.ivytech.edu/tuition

***Book fees listed above are an estimate for the Technical Core only. General Education Courses require varied books and fees.

ADDITIONAL COSTS:	AMOUNT:
Charge per credit hour for internet based courses	\$20.00
College assessed Technology Fee for all students per semester	\$75.00
Consumable fees, PTAS 224 (Capstone)	\$130.00
Consumable fees, PTAS 101, 106, 207	\$75.00
TEAS testing	\$65.00 - \$130.00
Drug Screen/Background Check	\$211.00
Physical Exam and Immunizations	varies
CPR certification	\$65.00 - \$100.00
Uniform expenses	\$200.00
Scorebuilders Seminar/Online Testing	\$350.00
Student membership in APTA – national dues (required 2 nd year)	\$90.00
FSBPT Exam Fees/Licensure Fees (paid spring of graduation)	\$600.00 + (depending on state jurisdiction)

These items are based upon current costs (summer 2018) and based upon the websites of the appropriate organizations:

Indiana State Licensure: www.in.gov/pla

The Federation of State Boards of Physical Therapy (National PTA Examination): www.fsbpt.org

Prometric (Testing Site): www.prometric.com

Ivy Tech Community College provides open admissions, counseling and placement services for all persons, regardless of race, color, creed, religion, sex, national origin, physical or mental handicap, age or veteran status.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: CONDUCT

POLICY: Attendance

DATE OF ORIGIN: 5/11; Reviewed 7/12, 7/13, 7/15, 7/16, 7/17, 6/18; Revised 7/14

The reputation of the College among the community depends, in large part, upon the behavior of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. It is imperative that students be in attendance for scheduled classes in order to perform to the best of their ability in PTA coursework and to prepare themselves for the expectations of the healthcare workforce.

ATTENDANCE

Attendance is taken at the beginning and end of class. In order to be successful with the material **students must be present for both lectures and labs.** Arriving late to class is disruptive to classmates. Should a student be more than 10 minutes late he/she will be considered absent. Additionally, students are expected to be present for the duration of both the lecture and lab portions of the class. On a case-by-case basis, with approval of the instructor, on weeks that class sections meet separately, students may be able to attend the meeting of the alternate class section should space permit. Additionally, should a student know that he/she is going to miss a scheduled class session; arrangements can be made on a case-by-case basis with the instructor to complete assignments **PRIOR to the class that he/she will miss.** If a student will miss a scheduled lecture or lab examination, arrangements must be made to take the exam **PRIOR** to the date of the exam. Any examinations taken after the scheduled date and time must be completed by the next scheduled class session and will receive an automatic 20% grade deduction. All other attendance issues are at the discretion of the course instructor and PTA Program Chair. **No late homework or Blackboard assignments will be accepted under any circumstances. In some cases students will be required to complete late or missing assignments for competency despite no points being awarded due to late submission.**

- **1st absence from class:** Student will receive a mandatory loss of 5 professionalism points (or the equivalent of a 25% deduction from the final course professionalism grade). In addition, the student is responsible for all assignments missed and for completing any in-class assignments independently.
- **2nd absence from class:** Student will receive a mandatory loss of 5 additional professionalism points (or the equivalent of a 50% deduction from the final course professionalism grade). In addition, the student is responsible for all assignments missed and for completing any in-class assignments. **Note: At 2nd absence the student will be given a Written Warning.**

- **3rd absence from class: Student will be directed to initiate a withdrawal from the course, submitting it to the Registrar's Office prior to the deadline below. Failure by the student to complete the withdrawal process prior to the deadline will result in a course grade of "F" being recorded.**

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: Grades
POLICY: Grading Scale
DATE OF ORIGIN: 3/11; Reviewed 7/13, 7/14, 7/15, 7/16, 7/17, 6/18

*The Grading Scale for the courses in the PTA Program is as follows:

Percentage Range	Letter Grade	Interpretation	Quality Points
93-100	A	Superior	4
87-92	B	Above Average	3
81-86	C	Average	2
78-80	D	Below Average	1
0-77	F	Failure	0
	**I (see below)	Incomplete	Not Applicable

Any problems or areas of weakness noted by the faculty may require counseling and/or remedial work. Per PTA Program policy regarding safety and competency, any student not demonstrating competency in a laboratory skill will not be permitted to continue with subsequent coursework until competency is demonstrated. If a student is unable to demonstrate competency following remediation the student will be withdrawn from the class. Students must attain a grade of 78% "D" or higher in both lecture and laboratory portions of a course to pass that course.

*Grades are rounded at the hundredths place.

For example: a student with a 77.456 would receive the score 77.46

a student with a 77.995 would receive the score 78

Letter grades will be reported to Ivy Tech Community College per policy. A grade of "D" or better must be attained in each course to continue in the PTA program per policy.

**A Grade of incomplete "I" may be submitted upon request of the student according to college policy.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: Safety

POLICY: Competency – Practical and Critical Safety Elements Master List

DATE OF ORIGIN: 3/12; Reviewed 7/13, 7/14, 7/15, 7/16, 6/18; Revised 7/17

Students participate in a variety of practical examinations and competency testing in order to assess student preparedness prior to attending clinical affiliations. The sequence of classes contains prerequisite and corequisite coursework to ensure the student does not progress through the program without obtaining competency in previous coursework.

Listed below are practical and competency testing topics throughout the program. Critical safety indicators are listed on the practical exams for each course. For critical safety skills (as indicated on practical grading rubrics) the student must complete the skill safely and competently in order to pass the critical safety element of the practical exam. If the student fails to complete a critical safety element, they are required to remediate all items within that particular skill set. The entire exam remediation process will be followed as outlined under PTA Program Policy – Competency/Remediation.

PTAS 101 – Introduction to the Physical Therapist Assistant

Respectful and Professional Communication

*Wheelchair components and mobility

*Body Mechanics

*Positioning and Transfers

*Vital Sign Measurement

Passive Range of Motion

*Gait and Assistive Device Training

PTAS 106 – Treatment Modalities I

Confident and Knowledgeable Communication

Positioning and Handling

Palpation

Range of Motion Testing

*Manual Muscle Testing

Skin Sensation Testing

*Thermotherapy and Cryotherapy Application

Cervical and Lumbar Traction Application

*Electrical Stimulation Application

PTAS 107 – Kinesiology

Confident and Knowledgeable Communication

*Goniometry

*Manual Muscle Testing

Palpation

Muscle Identification and Exercise Development

Gait Components and Deviations

Postural Assessment and Deviations

PTAS 115 – Clinical I

Comprehensive Written and Practical Skill Assessment prior to Clinical I Placement (addresses skills above noted with “*”)

PTAS 201 – Treatment Modalities II**

Confident and Knowledgeable Communication

SOAP Note Treatment Documentation

Thermal and Electrical Modality Application

Massage

Stretching

Strengthening

Gait and Assistive Device Training

PTAS 202 – Treatment Interventions for Special Populations

Lower Extremity Amputation Wrapping

Wound Dressing

PTAS 217 – Treatment Modalities III**

Confident and Knowledgeable Communication

Positioning in Neurorehabilitation

Transfers in Neurorehabilitation

Range of Motion in Neurorehabilitation

Developmental Treatment

Balance, Gait, and Coordination

**Practicals in PTAS 201 and PTAS 217 are completed with a unique patient evaluation and plan of care developed by a physical therapist for the students to consult with the supervising PT, prepare an appropriate treatment protocol, educate the patient during the provision of treatment, and complete appropriate documentation

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: Safety

POLICY: Competency and Remediation

DATE OF ORIGIN: 3/12; Reviewed 7/13, 7/14, 7/15, 6/18; Revised: 7/16, 7/17

Any problems or areas of weakness noted by the faculty may require counseling and/or remedial work. Any student not demonstrating competency in a laboratory skill will not be permitted to continue with subsequent coursework until competency is demonstrated. If a student is unable to demonstrate competency following remediation the student will be withdrawn from the class. Students must attain a grade of 78% "D" or higher in the laboratory portion of a course to pass that course.

For critical safety skills (as indicated on practical grading rubrics) the student must complete the skill safely and competently in order to pass the critical safety element of the practical exam. If the student fails to complete a critical safety element, they are required to remediate all items within that particular skill set. For that particular skill set they will incur a 20% deduction for the first remediation provided the student demonstrates all critical safety elements safely and competently. If the student does not pass the critical safety element on the second attempt, they will be given a third attempt to pass the element with competency, however the student will receive a "0" for that particular skill set. Following the third attempt, if the student is unable to pass the element with competency, they will not be allowed to proceed forward in the subsequent course material until competency is demonstrated.

Additionally, students must attain a grade of 78% "D" or higher in the lecture portion of a course to pass that course. If the student fails to achieve a 78% on a lecture exam, they will be required to remediate the lecture exam material at a date and time determined by the instructor. Prior to remediation they may be given the opportunity to review their first exam attempt at the discretion of the course instructor. Additionally, remediation may be given in an alternate format (essay, verbal, etc). With remediation, points may be awarded to no more than 78% depending upon instructor discretion/course policy and Program Chair approval.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: CONDUCT

POLICY: APTA Membership

DATE OF ORIGIN: 1/15; Reviewed 1/16, 7/16, 7/17, 6/18

The reputation of the PTA Program and the College among the community depends, in large part, upon the behavior of its students. Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. When participating in the classroom, laboratory, community, and clinical settings, students are expected to conduct themselves in a professionally appropriate manner. Students are expected to comply with the ethical standards outlined by the APTA and to generate information regarding evidence based practice and best practice guidelines in accordance with contemporary PT practice.

To enforce the professional behavior expected of the PTA student, the student is suggested to establish APTA membership at the beginning of their first year fall semester and required to establish APTA membership at the beginning of their second year fall semester. The student is notified of this requirement prior to program acceptance. The cost of the APTA membership is the responsibility of the student.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

EXPECTATION: CONDUCT

SUBJECT: Service Learning

DATE OF ORIGIN: 1/15; Reviewed 1/16, 7/16, 7/17, 6/18

In the mission of the Physical Therapist Assistant Program at Ivy Tech Community College, Sellersburg, it states that the program “seeks to develop dedicated, honest individuals who value excellence, diversity, compassion, human interaction, love of learning and stewardship.”

To support the program mission, and enhance the development of the PTA student, the student is expected to participate in at least one approved service learning/community service activity per each semester in the program. The student is notified of this requirement prior to program acceptance. This is tracked by the PTA Club Vice-President and represented in the student’s professional portfolio in PTAS 224, Current Issues and Review.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: TRANSPORTATION

POLICY and PROCEDURE: Transportation

DATE OF ORIGIN: 5/11; Reviewed 7/12, 7/13, 7/14, 7/15, 7/16, 7/17, 6/18

All necessary transportation to clinical experience is the student's responsibility and is not provided by the school. Student should plan to provide his/her own transportation to and from school and clinical facilities, and park in designated areas only. Students will be given instructions about parking at clinical sites. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: SAFETY

POLICY: Universal Precautions

DATE OF ORIGIN: 5/11; Reviewed 7/12, 7/13, 7/14, 7/15, 7/16, 7/17, 6/18

According to the Universal Standards Rule 410 IAC 1-4 under Public Law 123-1988: "An employer shall provide training and the necessary equipment to each employee and student trainee who has duties that require the employee to have direct contact with blood or body fluids in the scope of the employee's employment." This training must include instruction in the procedures "Universal Standards" adopted by the Indiana State Board of Health. Because PTA students may have direct contact with blood or other body fluids, the PTA program is required to provide annual training in Universal Standards to comply with agency affiliation agreements. This training is part of PTA Student Orientation, PTAS 101 and PTAS 106, and is measured by skills checks and written/practical examinations.

All students who are enrolled in clinical or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: SAFETY/HEALTH

POLICY and PROCEDURE: Health Services

DATE OF ORIGIN: 5/11, Reviewed 7/12, 7/13, 7/14, 7/15, 7/16, 7/17, 6/18

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College.

Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered.

If the College officials deem necessary, emergency medical technicians may be requested. If a student has a seizure or black out while on campus emergency medical technicians will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: COMPLAINTS

POLICY and PROCEDURE: Complaints outside of normal college due process policy

DATE OF ORIGIN: 5/11; Reviewed 7/12, 7/13, 7/14, 7/15, 7/16, 7/17, 6/18

The PTA Program will follow the Ivy Tech Student Grievance Policy as outlined in the Student Code of Rights and Responsibilities for student concerns.

Complaints or concerns may be communicated from outside parties who are not normally covered under the college grievance policy or normal channels of due process. Such outside parties may include, but are not limited to, clinical affiliates, employers, former graduates, and the general public.

For complaints outside normal due process, the complainant must submit the concern to the PTA Program Chair in writing within 30 days of the event. The Program Chair will be responsible for investigating the concern, including gathering necessary information from involved parties.

Upon completion of the investigation, the Program Chair will communicate the results to the complainant and implement appropriate actions, if any, which occur as a result of the investigation. Confidentiality of involved parties will be maintained at all times per Federal law, Ivy Tech, and PTA Program policy.

The program chair will maintain records of the complaint, investigation, and resulting actions for a minimum of 3 years following the written submission of the original complaint.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: COMPLAINTS

POLICY and PROCEDURE: Exam Review/Exam Dispute

DATE OF ORIGIN: 9/14, Reviewed: 7/15, 7/17, 6/18; Revised 7/16

Following a lab exam, the student will be given immediate feedback by the instructor on their performance on all elements, including critical safety items.

Following a lecture exam, the exam booklet and/or scantron sheet will reviewed by the instructor with students during scheduled classtime. Following review, exam booklets and scantron sheets will be collected by the instructor.

Should a student wish to dispute an exam question, they need to contact the instructor outside of class time. They need to provide two sources/references supporting the student's dispute. Ultimate decision regarding a disputed question is at the discretion of the course instructor.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: CONDUCT

POLICY: SUBSTANCE ABUSE

DATE OF ORIGIN: 1/14, Reviewed 7/14, 7/15, 7/16, 7/17, 6/18

To ensure student, staff and patient/client safety, the Program has adopted this policy and these procedures regarding the impaired student. The program faculty wishes to assist the student demonstrating impairment into an evaluation recovery process. However, this can only be done with the full cooperation of the student needing help. Substance abuse is suspected when the individual exhibits behaviors including: mood swings, behavior inappropriate for the setting, frequent absences, failure to follow policies and procedures, deteriorating appearance, deteriorating academic and/or clinical performance, sloppy, illegible, and/or erroneous written work, alcohol on the breath, poor judgment and concentration, lying, violation of policies pertaining to medication administration/documentation.

Due to the safety sensitive nature of health occupations, indication of substance abuse is cause for dismissal from the program. Students receiving treatment for substance abuse may participate in the program when professionals administering treatment and the faculty determine it is appropriate. Students refusing or not complying with treatment will not be allowed to continue in the program.

POLICY

1. Students are prohibited from attending class/clinical sites, using alcoholic beverages or illegal drugs.
2. Legal use of medications or drugs prescribed by a licensed practitioner is permitted provided such use does not adversely affect student's performance or endanger health and/or safety of others.
3. School will maintain confidentiality of all records/information related to student's suspected abuse.
4. Physical Therapist Assistant program faculty will assist students desiring to address a substance abuse problem by referring student to the Director of Institutional Effectiveness, who is responsible for coordination of student counseling services.
5. A student who refuses to comply with substance abuse policy/procedure will be subject to dismissal from the Physical Therapist Assistant program.

PROCEDURE

The following procedures will be adhered to for all occurrences of substance abuse when immediate action is indicated.

1. If student is intoxicated or under influence of illegal substances during clinical experience/clinical internship, the clinical site will contact the Academic Clinical Coordinator of Education (ACCE), who will arrange for transportation for student. In interim, the Clinical Instructor will follow procedures in place at clinical site.
2. Student will sign a release form allowing Ivy Tech Community College to receive results of any drug screening or additional assessments performed.
3. In any case of suspected substance abuse, observer will document evidence of impairment by:
 - a) Describing each event in writing, dating and signing document
 - b) Obtain written, dated, and signed statements of observations by others, including other students and staff
 - c) Instruct student to submit results of elective drug testing
 - d) Ensuring reporter(s) has/have signed all documentation and notifying Dean of Health Sciences
4. Student must make an appointment to see the PTA Program Chair to review incident prior to attending next scheduled clinical day. Final decisions regarding student discipline will be based on recommendations by program faculty and PTA Program Chair. Student will be reminded of college grievance procedure.
5. Failure to follow up with referrals and/or treatment plan will result in suspension from future physical therapist assistant technical courses and clinical experiences/internships. Student must provide written documentation of compliance with treatment program to PTA Program Chair.
6. Student may request to be readmitted to the Program as outlined in program readmission policy.
7. If impairment behaviors are observed in classroom setting, procedures of the college policy related to student conduct are followed.

GUIDELINES FOR PROFESSIONAL CONDUCT IN CLINICAL SETTINGS

Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements and the APTA established Code of Ethics for the PTA. These guidelines are consistent with Ivy Tech Community College policies for student conduct and are subject to the Student Disciplinary System.

**PHYSICAL THERAPIST ASSISTANT PROGRAM
ACADEMIC POLICIES AND PROCEDURES
IVY TECH COMMUNITY COLLEGE**

SUBJECT: Safety

POLICY: Competency – Skills learned in the clinic setting

DATE OF ORIGIN: 3/12; Reviewed 7/13, 7/14, 7/15, 7/16, 7/17, 6/18

Students participate in a variety of skills checks, practical examinations and competency testing in order to assess student preparedness prior to attending clinical affiliations. The sequence of classes contains prerequisite and corequisite coursework to ensure the student does not progress through the program without obtaining competency in previous coursework.

Though the PTA Program curriculum prepares the student to be competent as an entry-level PTA, there are at times, treatment techniques that the student may encounter in the clinic setting that they have not been exposed to in the academic classroom or laboratory setting.

In this case, it is at the discretion of the Clinical Instructor as to whether they want to instruct the student in the treatment technique. Should the Clinical Instructor choose to instruct the student, they must ensure that the student has demonstrated competency in this technique prior to performing it on a patient. The Clinical Instructor accepts the responsibility for determining the student's preparedness for performing the technique with an appropriate patient. The student should not be permitted to perform a technique they have learned in the clinic setting on a patient until they have demonstrated safety and competency with the skill, which is then to be documented by the Clinical Instructor.